40 Shattuck Road | Suite 110
Andover, Massachusetts 01810
www.woodardcurran.com

T 800.426.4262
T 978.557.8150
F 978.557.7948

Via Electronic Mail

June 20, 2022

Mr. James McGonagle, Commissioner of Public Works
City of Newton
Department of Public Works
1000 Commonwealth Avenue
Newton Center, MA 02459

Re: Proposal for Professional Engineering Services
Phase 1 Phosphorus Control Plan

Dear Mr. McGonagle:

Woodard & Curran, Inc. (Woodard & Curran) is pleased to present our proposal for professional engineering services to continue to assist the City of Newton, Massachusetts (City) with the development of the City's Phosphorus Control Plan (PCP) required by the U.S. Environmental Protection Agency (EPA) under the Municipal Separate Storm Sewer System (MS4) General Permit Appendix F. The preliminary Plan, initiated under prior contract, will be advanced and completed under this scope for submittal to the EPA.

Appendix F of the MS4 General Permit details the requirements of the PCP that includes the following steps to create Phase 1 of a 3-phase plan by the end of the 5-year permit term (June 30, 2023):

1-1 Legal Analysis (June 30, 2020)

1-2 Funding Source Assessment (June 30, 2021)

1-3 Define Scope of PCP (PCP Area) Baseline Phosphorus Load and Phosphorus Reduction Requirement and Allowable Phosphorus Load (June 30, 2022)

1-4 Description of Phase 1 Planned Non-structural Controls (June 30, 2023)

1-5 Description of Phase 1 Planned Structural Controls (June 30, 2023)

1-6 Description of Operation and Maintenance Program for Structural Controls (June 30, 2023)

1-7 Phase 1 Implementation Schedule (June 30, 2023)

1-8 Estimated cost for Implementing Phase 1 of the PCP (June 30, 2023)

1-9 Complete Written Phase 1 PCP (June 30, 2023)

Items 1-1 through 1-4, and 1-9 have been initiated under prior contracts. The PCP scope of services outlined in this proposal will continue to advance and refine items already in progress,

complete the remaining items (1-5 through 1-8), and prepare the final Phase 1 PCP in compliance with the requirements.

SCOPE OF SERVICES

It should be noted that several of these tasks run concurrently and are not necessarily implemented in the order they are presented.

LEGAL AND FUNDING ANALYSES

TASK 1: LEGAL ANALYSIS

A preliminary Legal Analysis was prepared in 2020 to support Phosphorus Control Planning in conjunction with MS4 requirements. Under this task, the preliminary Legal Analysis will be refined and updated to reflect current information, and more importantly to define potential policy or program changes that may be necessary to advance implementation of the PCP. As part of this Task, Woodard & Curran will review new city ordinances, policies, and programs and identify changes to regulatory mechanisms made in support of PCP implementation. Woodard & Curran will also review ordinances, policies, and programs to identify any subsequent changes that may be necessary to support PCP implementation in conjunction with the draft PCP. As part of this Task, W&C will participate in one conference call with City staff to discuss the City's policies, programs, and ordinances. Additional conference calls, if necessary, will be billed under Task 10 Meetings. The Legal Analysis will be prepared in memorandum format and provided to the City for review. One round of City comments will be incorporated prior to inclusion in the PCP.

TASK 2: FUNDING ANALYSIS

As the PCP is advanced, it is anticipated that available funding mechanisms will be revisited in conjunction with development of implementation costs in subsequent tasks. Additionally, funding sources and eligibility requirements are continuously changing and warrant review on an annual basis. The primary funding mechanism for the City's support of MS4 programs is the Stormwater Enterprise Fund. As the PCP is advanced and Planned Controls for Phase 1 Implementation identified, along with costs of implementation, it is anticipated that the City will desire to understand current alternate funding sources for their consideration. Under this Task, Woodard & Curran will perform a funding analysis identifying and documenting funding sources which may be available to assist with implementation of phosphorus reduction controls. It is anticipated that this task will be initiated after preliminary Phase 1 Control planning has been moderately advanced to better inform possible funding mechanisms. W&C's funding team will support development of a financing strategy as part of this Task. Up to three conference calls are included as part of this task; these calls are anticipated to include a discussion of available funding sources, financing strategy and review of the funding analysis. Additional conference calls, if requested, will be performed under Task 10 Meetings. The Funding Analysis will be prepared in memorandum format and provided to the City for review. One round of City comments will be incorporated into the final document, as applicable.

PHASE 1 PHOSPHORUS CONTROL PLANNING

TASK 3: PCP UPDATES OF BASELINE LOAD, REDUCTION REQUIREMENT AND ALLOWABLE LOAD

The EPA assigned a baseline load using 2005 land use and impervious data. Since land use and coverage are continuously changing, development changes from 2005-2022 are required to be accounted for as part of the Phase 1 PCP implementation. Changes in EPA Policy and Guidance regarding baseline load are evolving; however, it is anticipated that the baseline load and associated reduction requirement will need to be recalculated for inclusion in the final PCP. For the purpose of this scope, it is assumed that Woodard & Curran will use available data including 2005 impervious cover, 2016 land use, 2021 aerial imagery from MassGIS and the City of Newton impervious cover GIS dataset. 2005 impervious cover data and the City of Newton impervious cover data will be visually compared against 2021 aerial imagery; substantive changes in impervious will be noted for further assessment and calculation. Additionally, parcels where substantive development or redevelopment are noted will be reviewed against 2016 land use data and changes to land use will be documented. This comparison data will be used to document and calculate baseline load and required load reduction changes from 2005 to 2021. Additional load changes between 2021 and 2022 will be reviewed and calculated based on available City permit records. Under this Task, the data and calculations will be documented and provided to the City. As part of this task Woodard & Curran will prepare for and participate in up to three conference calls with applicable City staff to coordinate baseline load data and present updated load calculations. Additional conference calls, if requested, will be performed under Task 10 Meetings. As coordination with EPA evolves and their guidance is finalized, W&C will coordinate with the City if the scope of this Task needs to be modified.

TASK 4: PHASE 1 PLANNED NON-STRUCTURAL CONTROLS

As part of the preliminary PCP, previously prepared, Woodard & Curran coordinated with the City to understand the City's non-structural stormwater control practices and frequencies to estimate associated phosphorus load reduction resulting from those practices. The EPA may refine allowable credits associated with leaf litter collection which could provide more significant credit. Additionally, as the PCP is advanced, the City may desire to enhance their non-structural stormwater control program. Therefore, under this task, Woodard & Curran will refine the Phase 1 existing and planned non-structural control load reductions based on program practices and frequencies agreed to by the City and allowable credits as defined by EPA. It is understood that the City will provide Woodard & Curran with costs reflective of the non-structural control practices for use in PCP planning and documentation. We anticipate up to two discussions with applicable City staff for concurrence of planned non-structural control practices. Documentation of the refinement to non-structural load reductions will be provided. Additional discussions, if needed, will be billed under Task 10 Meetings.

TASK 5: PHASE 1 PLANNED STRUCTURAL CONTROLS

Task 5-1: City-wide High Level Structural Control Retrofit Analysis

Under this task W&C will perform a high-level City-wide analysis of potential phosphorus reduction credits associated with treatment of all City owned impervious area. It is anticipated that this analysis will be conducted as an early planning task to evaluate if the City can achieve

the load reduction requirements (Permit Year 10, 15 and 20) through their own properties, or identify the need/importance of collaboration with private property owners. This information is anticipated to inform project planning, discussions, and outreach. A brief memorandum of the calculations and findings will be provided. Discussion of the findings is anticipated to occur in conjunction with meetings with the City regarding planned structural controls, a stand-alone conference call is not anticipated to be necessary.

Task 5-2: Planned Structural Controls at City Properties

As part of the preliminary PCP planning, Woodard & Curran identified 11 stormwater BMPs either constructed (9) or planned to be constructed (2) at City owned properties. There are approximately 205 City properties with impervious coverage on-site. We recommend reviewing all City properties containing impervious coverage for potential structural stormwater BMP retrofits. As part of this task W&C will perform a desktop review of up to 205 parcels containing impervious area. The desktop review will include review of available GIS data layers, NRCS soil mapping, existing stormwater infrastructure plans and site plans (if available) and other available information. For the purpose of this scope, it is anticipated that approx. 50% of the properties (up to 100 properties) are found to be suitable for retrofit. The properties anticipated to be suitable for retrofit will be discussed with the City for the City's insight and input, prior to advancing further assessment.

In addition to City owned properties containing impervious coverage, it is anticipated that untreated impervious area discharges to, through or adjacent to City owned properties. Under this task, Woodard & Curran will also review up to 50 City parcels which may contain stormwater discharge from untreated off-site area. These City parcels may be undeveloped (not contain impervious on-site) or may be sites which also contain impervious being reviewed above. It is anticipated that up to 25 City properties (approx. 50%) will be found suitable for retrofit to treat runoff from off-site impervious area. Treatment potential for sites which contain both on-site impervious and untreated discharge from off-site will be reviewed comprehensively, with a single approach planned for the site addressing all viable treatment.

Woodard & Curran will document, in tabular format, possible retrofit locations, associated credit potential, costs, and recommendations for prioritization and next steps. Up to 125 City owned properties will be documented based on suitability for retrofit determined above (including both management of on-site impervious treatment and treatment off off-site impervious). EPA tools (Opti-tool and BATT) will be used to assess credit potential and order of magnitude costs. As part of this task Woodard & Curran will refine, on a unit cost basis, the costs developed using Opti-tool; refinement of costs will be based on our experience with implementation of similar BMPs.

The retrofit table is intended to be used in the final Phase 1 PCP plan. Supplemental site-specific data sheets may be developed, as needed to supplement the tabular data. Structural stormwater retrofit type envisioned for each property is anticipated to vary based on site conditions and engineering judgement; however, W&C will attempt to maximize phosphorus reduction credits.

Documentation of the City property structural retrofit analysis, will be provided to the City, including analysis of both City owned parcels with impervious area as well as undeveloped parcels which experience discharge of untreated off-site impervious. Up to three conference

calls with applicable City staff are included to facilitate and coordinate the analysis of structural controls on City parcels. Additional discussions, if necessary, will be performed under Task 10 Meetings.

Task 5-3: Planned Structural Controls in City Right-of-Ways

The City of Newton has approximately 925 acres of municipal right-of-ways. It is assumed that significantly greater impervious area drains to City owned catch basins via private driveway curb cuts and other private impervious coverage. Structural stormwater retrofits in municipal right-of-ways could provide a significant opportunity for phosphorus reduction. Under this task, Woodard & Curran will perform a desktop analysis of City right-of-ways for BMP retrofits. Desktop analysis will review items including, but not limited to slope, NRCS soil type and parcel data in conjunction with mapped utility infrastructure information. It is anticipated that the analysis will focus on various types of roadways, such as local, collector, and arterial streets. Up to three structural stormwater BMP retrofit systems will be assessed for each road type, with roadway grade considered relative to potentially viable BMPs. Up to 9 viable roadway BMP scenarios may be identified. It is anticipated that a BMP matrix will be developed identifying BMPs based on various roadway conditions. Again, maximization of phosphorus reduction will be prioritized when assessing viable BMPs. Based on this desktop assessment, Woodard & Curran will document, in tabular format, possible retrofit locations, associated credit potential ranges, costs, and recommendations for prioritization and next steps. Again, EPA tools (Opti-tool and BATT) will be used to assess credit potential and order of magnitude costs. Woodard & Curran will refine, on a unit cost basis, the costs developed using Opti-tool; refinement of costs will be based on our experience with implementation of similar BMPs. The retrofit table is intended to be used in the final Phase 1 PCP plan. Supplemental roadway-specific data sheets may be developed, as needed to supplement the tabular data.

Documentation of the City right-of-way structural BMP retrofit analysis, will be provided to the City. Two conference calls with applicable City staff are included to facilitate and coordinate the analysis of structural controls within City right-of-ways. Additional discussions, if necessary, will be performed under Task 10 Meetings.

Task 5-4: City Property Site Visits (Optional Service)

If requested, as an optional service, W&C will perform site visits of properties deemed viable for stormwater retrofits in Task 5-2 above, to confirmation suitability. Properties selected for site visits are anticipated to be based on elements identified during the Task 5-2 assessment such as priority, credit potential, anticipated site constraints/complications, or other factors. Woodard & Curran will coordinate with the City for concurrence prior to initiating site visits. Site visits are anticipated to include both City owned properties containing impervious coverage as well as City properties to which untreated impervious area discharges. It is assumed, for the purpose of this scope, that site visits will be performed for approximately half of the properties deemed suitable for retrofit; up to 75 site visits are included in this task.

Task 5-5: City Property Schematic Plans (Optional Service)

As another optional service, Woodard & Curran, if requested, will prepare schematic level structural stormwater retrofit plans for up to 75 City properties, approximately half of those deemed suitable for retrofit in Task 5-2. It is anticipated that W&C will review the properties

planned for schematic design with the City, for concurrence, prior to advancement of schematic design. Associated phosphorus reduction credit and cost will also be refined for each of the properties where schematic plans are developed. Information prepared as part of this additional service would be included in the final Phase 1 PCP plan.

Task 5-6: City Right-of-Way Site Visits (Optional Service)

As an optional service, if requested by the City W&C will perform field visits to review up to 15 anticipated right-of-ways for suitability of schematic design.

Task 5-7: City Right-of-Way Schematic Plans (Optional Service)

As another additional service, if requested by the City, W&C will prepare schematic BMP retrofit plans for up to 15 right-of-ways. Right-of-ways considered for schematic design will be discussed with the City, for concurrence, prior to advancement of schematic design. Associated anticipated phosphorus reduction credit and costs will also be refined for each of the right-of-ways where schematic plans are developed. Information prepared as part of this additional service would be included in the final Phase 1 PCP plan.

Task 5-8: Data Gap Analysis (Optional Service)

Under this task, as an optional service, if requested by the City, Woodard & Curran will continue to work with the City to identify existing creditable structural stormwater control measures, aka BMPs, and document associated phosphorus credits. It is anticipated that various Special Permit projects, Comprehensive Permit projects and Administrative Site Plan approval projects will continue to be reviewed as part of this task. Woodard & Curran anticipates reviewing most currently available data first, subsequently working back in time to older development projects. Work under this task may also include select review of single family residential BMPs to assess applicability of assigning average per lot credits which may be applied Citywide. It is anticipated that the City will continue to provide W&C with files for review. If requested, W&C will assist the City with data compilation and coordination of City files as part of this task. A budgetary allowance is provided for this task; files and associated credits will continue to be reviewed and updated as available and budget allows. It is understood that a targeted approach is anticipated in an effort to maximize crediting.

Task 5-9: Documentation and Mapping of Existing BMPs (Optional Service)

This task will be performed, if requested by the City, as an optional service. Confirmation and documentation of existing BMPs for crediting will be performed under this Task. We understand that the City Engineering Department performs construction inspections during installation of structural stormwater BMPs and that in many instances photographs and as-built plans are available. However, EPA requires verification and maintenance of existing stormwater BMPs to accept their calculated phosphorus reduction credit. As such, W&C recommends performing targeted site visits to visually observe BMPs and obtain available maintenance and inspection records from owners, if available. This field work will also provide for initial outreach to property owners and maintenance companies regarding the importance of stormwater maintenance. BMP inspections are not included as part of this scope.

During the previously performed data gap analysis, 38 non-residential and 23 residential properties were identified as creditable. As part of this task W&C will perform site visits at up to 50 properties to observe stormwater BMPs. Properties targeted will include non-residential private properties as well as larger residential properties such as assisted living facilities and apartment complexes. Single family residential properties will not be visited as part of this scope. A notification and information sheet will be developed for the City's review. It is anticipated that the City will perform notification, but W&C will coordinate scheduling the visit directly with the property representatives. Documentation of our findings from the site visits, including photographs, GPS field location of BMP, maintenance/inspection records obtained, and field notes (as applicable) will be provided to the City.

Based on discussion with Engineering, it is anticipated that the City GIS department is able to document stormwater BMPs in the City's GIS system, and link BMP locations with applicable permits to identify stormwater features at the location. Under this task, Woodard & Curran will provide a list of BMPs used in phosphorus crediting for the City's incorporation into GIS. It is anticipated that Woodard & Curran will prepare a map/figure documenting locations of credited stormwater BMPs for use in the Phase 1 PCP after the City's GIS database updates. It is understood that W&C will have access to the City's GIS software for map creation. For the purpose of this scope, it is anticipated that a preliminary list will be provided mid-project and a revised final list will be provided after data gap analysis has concluded. Two conference calls to review and discuss the GIS mapping and feature tracking are anticipated to be performed under this task. Additional discussions and coordination of future/on-going GIS data management and mapping may be warranted and will be performed under Task 10.

TASK 6: STRUCTURAL CONTROL OPERATION AND MAINTENANCE PROGRAM

The Phase 1 PCP requires identification and implementation of an operation and maintenance program for structural control measures credited with reducing phosphorus. This task includes work associated with documenting O&M procedures for existing structural BMPs at City properties as well as developing O&M programs for planned structural BMPs at City properties and roadways. Under this task, W&C will also prepare preliminary opinions of probable maintenance costs associated with proposed City structural BMPs. This information will be provided to the City for review and comment and will be used to support other components of the PCP.

As the project anticipates phosphorus reduction credits from private BMPs, documentation of compliance with the O&M performance standards of the general permit for privately owned and maintained BMPs will also be required. Woodard & Curran will coordinate with the City to understand how this private maintenance is currently tracked and to understand the City's preferred approach to document this information in the future, for W&C's incorporation into the Phase 1 PCP. Considerations may include use of City permit software, assigning City staff tracking responsibilities, private property owner fines or stormwater fee credits tied to maintenance records, regulation changes and/or other methods. It is understood that the future tracking processes would also be implemented for City owned/operated systems.

Up to three conference calls with applicable City staff to identify existing procedures for City tracking of private and public maintenance, garner concurrence of O&M procedures to support planned Phase 1 structural controls and discuss future O&M tracking policies and procedures

will be performed under this task. Additional meetings, if necessary, will be performed under Task 10 Meetings.

Additionally, Newton has a significant number of private single family home stormwater BMPs. Woodard & Curran anticipated coordination with EPA under Task 10 Meetings, to garner EPA concurrence on O&M requirements for these systems to be creditable.

PHASE 1 PHOSPHORUS CONTROL IMPLEMENTATION

TASK 7: PHASE 1 PCP IMPLEMENTATION SCHEDULE

An implementation schedule of Phase 1 controls is required to be included in the Plan. Under this Task W&C will develop an implementation schedule based on the controls identified for Phase 1. It should be noted that the City's phosphorus load reduction is significant, and the Phase 1 reduction is anticipated to be difficult to achieve the Phase 1 Year 8 (2026) and Year 10 (2028) requirements. Under this task W&C will review two schedule approaches, one that identifies what is necessary to achieve the required schedule, and one that is anticipated to be a practical representation of achievable schedule based on standard design, bid, build procedures. These schedules will be reviewed and discussed with the City. The approach for material to be presented to EPA in the Phase 1 PCP will be discussed and schedule(s) revised as needed.

TASK 8: PHASE 1 PCP IMPLEMENTATION ESTIMATED COSTS

Estimated costs for Phase 1 implementation will be identified as part of this task. It is anticipated that this task will build off costs developed in conjunction with planned structural controls, non-structural control costs, and O&M program costs. The Phase 1 implementation cost will be developed using planned structural and non-structural controls agreed by the City for incorporation into the plan, in conjunction with other applicable considerations. Similar to the Phase 1 schedule, Phase 1 estimated implementation costs will be assessed based on what is anticipated to be necessary to achieve the Phase 1 reduction as well as what is anticipated to be practical based on typical design, bid, build schedules. The two planning level cost estimates will be provided to the City for discussion prior to inclusion in the Phase 1 PCP. One meeting to review the cost estimates with the City will be performed under this task.

PHASE 1 PHOSPHORUS CONTROL PLAN

TASK 9: FINAL PHASE 1 PHOSPHORUS CONTROL PLAN

Using the information prepared under this scope of work, in conjunction with documents previously prepared, Woodard & Curran will refine and complete the Phase 1 Phosphorus Control Plan for submittal to EPA. As part of this scope, applicable sections of the preliminary PCP will be revised and others advanced. It is also anticipated that Appendices will also be revised and added to support applicable documentation of the report. It should be noted that interim data and memorandums associated with other scope tasks will be prepared and provided to the City. This information will be the basis of the final report. It is not anticipated that as-built plans or other documentation of existing creditable structural BMPs will be required by EPA, simply that record information is available at the City will satisfy EPA. Woodard & Curran will provide a draft of the final report to the City for review and comment. One round

of revisions will be incorporated into the final document. Under this task, W&C will participate in one meeting with the City to discuss the draft report and obtain comment from the City prior to finalization. Additional meetings, if necessary, will be performed under Task 10 Meetings.

MEETINGS, OUTREACH AND COLLABORATION

TASK 10: MEETINGS AND ADDITIONAL SERVICES

Under this task, appropriate Woodard & Curran staff will prepare for and participate in meetings and conference calls with City staff to support advancement of the Phase 1 PCP. Meetings with the City DPW PCP team to review project topics and progress will be billed under this scope; task specific discussions to facilitate the individual tasks will be billed in association with the relevant task. Meetings anticipated with the City DPW PCP team, to be billed under this task include:

- A meeting to review legal and funding (collectively).
- A meeting to discuss non-structural controls.
- A meeting to discuss structural controls on city parcels and roadways.
- A meeting to discuss the Operation and Maintenance program(s).
- A meeting to discuss implementation costs and schedules (collectively).
- A meeting to review the final draft of the PCP.

We will also collaborate with EPA regarding Policies and Guidance, advocating for the City of Newton. This collaboration is anticipated to include baseline load discussions in addition to leaf litter credits, and regional waterbody management opportunities, among other topics.

Under this task, if requested by the City and as budget allows, W&C will also support the City with outreach and workshops. This outreach is anticipated to support both internal City inter-department coordination as well as public-private collaboration. As the City is aware, collaboration and public-private partnerships are anticipated to be vital in achieving the Phase 1 PCP reduction requirements. W&C will prepare for and participate in meetings or workshops to support City outreach. If requested, Woodard & Curran will also prepare presentation materials to support outreach as part of this scope. Materials may include PowerPoint presentations, handouts or other materials to support the City's goals.

ALTERNATE SCHEDULE REQUEST

TASK 11: EPA ALTERNATE SCHEDULE REQUEST INITIATION (Optional Service)

Under this task, Woodard & Curran has allocated a budgetary allowance for initiation of an Alternative Schedule Request. Based on the preliminary PCP, previously prepared, it is anticipated that the required Phase 1 load reduction and schedule will be challenging for the City. Regulatory requirements dictate that the PCP be submitted, prior to a request for an alternate schedule; however, it may be advantageous for the City to advance this scope concurrently with the final Phase 1 PCP. As such, we have included this task for coordination and initiation of an alternative schedule request. Work will not be performed under this task without authorization from the City.

FEE BUDGET

For the Scope of Services listed above, we recommend that you budget between $695,000 and $953,000 based on services to be performed. The services described in this proposal will be provided and invoiced monthly on a Time and Materials basis in accordance with our current rate table at the time of service. Monthly invoices will be submitted for the services completed during the previous billing period and will include a summary of services provided during the invoice period. The proposed budget for this scope of services is summarized below:

Task	Scope Description	Scope Budget	***Optional Scope Budget***
1	Legal Analysis	$20,000	
2	Funding Analysis	$20,000	
3	Baseline Load Updates	$95,000	
4	Planned Non-Structural Controls	$17,500	
5-1	City Wide High Level Structural Control Retrofit Analysis	$10,000	
5-2	Planned Structural Controls at City Properties	$280,000	
5-3	Planned Structural Controls in City Right-of-Ways	$90,000	
5-4	*City Property Site Visits* *(Optional Service)*		*$27,000*
5-5	*City Property Schematic Plans* *(Optional Service)*		*$95,000*
5-6	*City Right-of-Way Site Visits* *(Optional Service)*		*$5,500*
5-7	*City Right-of-Way Schematic Plans* *(Optional Service)*		*$20,000*
5-8	*Data Gap Analysis* *(Optional Service)*		*$60,000*
5-9	*Documentation and Mapping of Existing BMPs* *(Optional Service)*		*$40,000*
6	Structural Control Operation and Maintenance Program	$35,000	
7	Phase 1 PCP Implementation Schedule	$25,000	
8	Phase 1 PCP Estimated Implementation Costs	$22,500	
9	Phase 1 PCP Plan	$30,000	
10	Meetings	$50,000	
11	*EPA Alternate Schedule Request Initiation* *(Optional Service)*		*$10,500*
	Base Scope Task Budget	**$695,000**	
	Optional Scope Task Budget		***$258,000***
	Total Scope Budget	**$953,000**	

The proposed budget is based on the Scope of Services outlined in this proposal. If the project assumptions used in developing this proposal should change, or services beyond those identified herein are requested, an Amendment would be prepared for the additional services for your review and approval.

SCHEDULE

Woodard & Curran will begin work upon written authorization to proceed. It is anticipated that the project will be completed by June 30, 2023.

TERMS & CONDITIONS

The Terms and Conditions will be per the executed Agreement for Engineering Services between the City of Newton, Massachusetts and Woodard & Curran.

Please review this proposal and if it is acceptable to you, an Agreement for Engineering Services will be prepared for signatures by the City of Newton.

Sincerely,

WOODARD & CURRAN, INC.

David A. White

Sr. Vice President | National Practice Leader

Carol A. Harris

Vice President | Senior Client Manager

SK

cc: Shawna Sullivan, City of Newton
Zach Henderson, Stephanie Kaiser, Woodard & Curran, Inc.

PN: 0233351.01