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Jeffrey M. McCormick, PE
Project Manager

November 3, 2008



Mr. Darren Indyke
Little St. James LLC
St. Thomas, USVI
C/o NY Strategy Group
The Villard House
457 Madison Ave., 4th Fl.
New York, NY 10022

**RE: Engineering /Architectural Services – Revised Work Order No. 13:
Storm Water Pollution Prevention Plan (SWPPP), Drainage
Improvements and CZM drawings**

Dear Mr. Indyke:

Maguire Group Inc. is pleased to present this proposal for revised **Work Order No. 13** under our Master Agreement to provide engineering services for Little St. James Island. This Work Order is based on the general scope of services, terms, and conditions described in the *Abbreviated Standard Form of Agreement Between Owner and Architect* herein known as the Master Agreement, dated February 1, 2007. In general, the services proposed in **Work Order No. 13** include site/civil engineering design to compile two SWPPP's (Storm Water Pollution Prevention Plans), drainage improvement plans and an island-wide CZM drawing package.

Background and Scope

SWPPP - The SWPPP reviews the nature of the construction activities and overall project size and impacts. It is essentially a report to reinforce the controls needed for storm water management. An overall hydrologic impact assessment, storm water calculations and best management practices for construction activities will be compiled for submission to DPNR. The SWPPP is required for sites disturbing over one acre of land as stated in DPNR's regulations:

"Construction activities disturbing less than one (1) acre of total land area but is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one (1) acre."

Thus far, the Little St. James construction activity permit applications submitted to the DPNR's CZM Department include the office pavilion, mechanical building and existing



residence. Building permits have been issued for both the office and mechanical building. However, DPNR now requires that a SWPPP be submitted for the above parameters on all new construction prior to issuing building permits. Therefore, we will need to complete two phases of SWPPP plans. Phase 1 shall include the existing residence additions and alterations which will be submitted as soon as possible. Phase 2 shall include existing and proposed island wide construction activities, primarily parcels A and B. The phase 2 plan will incorporate the program for all roads, drainage improvements, buildings, and utilities, etc. that have been or will be installed. This SWPPP will be filed with the island wide CZM application. The site/civil engineering required to provide the SWPPP includes the following;

- Review existing hydrologic analysis completed by Bill McComb.
- Provide hydrologic calculations for the pre- and post-construction condition utilizing the latest existing residence compound drawings for phase 1 and revised Moseley survey for phase 2.
- Provide the existing and proposed whole island hydrologic watershed and drainage pattern drawings with drainage subareas for phases 1 and 2.
- Fill out SWPPP forms and compile all pertinent information, maps, soils, BMP data, drainage plans, descriptions, etc. required for both phase 1 and 2 applications. Submit ten copies of each to John Amerling of Lafayette Contractors for filing with the DPNR. Provide copies to appropriate oversight staff. Phase I work will commence immediately after execution of this work order Phase 2 will commence after program concurrence by owner for parcel A & B CZM drawings.

Drainage Improvement Plans - Drawings will be developed to address drainage problems causing erosion at specific locations on the island. This will encompass various drainage structures to collect, convey and discharge storm water in an efficient manner that will reduce erosion. Collection structures will be detailed and located on the drawings and sized based on the contributing subarea watershed. Structures will be designed to accommodate a 10 -year storm event. To minimize visual impacts, structures will be built into existing walls and will allow for more frequent discharge points. Drainage swales lined with rip rap will be used in more remote areas or where topography allows. Sedimentation basins will be utilized where practical. All structures will be reviewed with the owner's representative for approval. These drainage improvements will be noted in the SWPPP and will be included in the CZM drawing package. The site/civil engineering required to provide the drainage improvement drawings include the following;

- Develop approximately six construction drawings showing location and details of drainage improvements (1 overall layout drawing, 4 drainage improvement drawings with 20-scale widows on specific areas and 2 detail sheets).



CZM Drawings – The CZM drawings will incorporate all of the significant, island wide construction done to date including “temporary” buildings, roads, road surfacing, drainage improvements and other structures. Brian Moseley & Associates is currently being engaged to update the survey base plan to include all of these features. The drawings will also include all proposed work such as utility duct banks, road resurfacing, etc. that may currently be envisioned. These drawings are exclusive of the previously permitted activities on parcel C and essentially highlight the balance of remaining construction activities on the island as currently perceived. The site/civil engineering required to provide the CZM drawings include the following;

- Develop approximately five permit drawings showing existing and new site features and proposed improvements. This will include site plans (structures, excavation activities, dirt roads, paved roads, drainage, erosion control plans, and details.

Deliverables

- SWPPP (phase 1) Existing residence additions and alterations
- SWPPP (phase 2) All existing/proposed island wide construction.
- Drainage improvement construction plans.
- CZM drawings for island wide construction activities

Budget

We propose to engage in the above-defined design services on a not-to-exceed budget based on the 2008 professional billing rates attached, plus reimbursable expenses. Reimbursable expense budget is for planning purposes only and could be exceeded if additional copies mailing etc. occur. Invoices will be submitted monthly based upon the hours and expenses charged directly to the project in the preceding month. Please refer to the attached spread sheet for man hour distribution. We suggest the establishment of Work Order No. 13 budgets as follows:

SWPPP Phase 1 (Ex. Residence)	\$10,840.00
SWPPP Phase 2 (Island-wide)	\$13,680.00
Drainage Improvements	\$23,480.00
CZM Drawings (Island-wide)	\$20,290.00
<u>Reimbursable Expenses</u>	<u>\$1,000.00</u>
Total:	\$69,290.00



Please feel free to call me directly if you have any questions. We look forward to undertaking this important and interesting project.

Very truly yours,

MAGUIRE GROUP, INC.

A handwritten signature in black ink, appearing to read "Jeffrey M. McCormick".

Jeffrey M. McCormick, PE
Project Manager – Land Development

Approved and accepted this ____ day of _____, 2008

Darren Indyke – for Little St. James, LLC
cc: Thomas Hevner -MGI, Eric Douglas- MGI, Files