



# MANCHESTER-BY-THE-SEA

TOWN PLANNER

TOWN HALL

10 Central Street

Manchester-by-the-Sea, Massachusetts 01944

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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 "The Sanctuary at Manchester by the Sea" 40B housing project (0 School Street), for the following areas:

- Transportation, Traffic, Parking, and Circulation

For each 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 transportation, traffic, parking, and circulation including access, 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 development 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 methodology and conclusions of applicant's transportation engineer, including without trip volume and distribution, and recommendations for additional information requests, including suggestions for any additional intersections and streets to be evaluated, as necessary;
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).

Send written quotes for services via email (reply all) by no later than Tuesday, November 9th, 2021 with hard-copy follow up to:

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