



Town of Norfolk

Board of Health

1 Liberty Lane
Norfolk, MA 02056

The Town of Norfolk (Town) acting by and through its Board of Selectmen/Chief Procurement Officer in consultation with the Board of Health (BOH) will accept written proposals by interested applicants for the position of Environmental Engineer/Agent (Agent) for a one year contract period July 01, 2010 through June 30, 2011. The purpose of this request for proposals (RFP) is to make the position available on a fair and competitive basis but in a manner that will ensure the highest possible quality of service for the Town. The award of this contract is subject to funding appropriation by the Town of Norfolk for the year of the contract.

1. Procedure for Obtaining RFP and Submitting Proposals.

1.1 Copies of this RFP may be obtained by requesting a copy by telephone, fax or mail from the Board at the address given below.

1.2 All proposals must be submitted to: the Norfolk Board of Selectmen at the following address:
Norfolk Board of Selectmen
One Liberty Lane
Norfolk MA 02056
Attn: Jack Hathaway

on or before 3:00 PM on **June 15, 2010**. Proposals should be clearly marked "Health Agent Proposal" on the outside of the envelope. Applicants should submit proposed fee requirements in a separate sealed envelope, marked "Price Proposal", which should be submitted along with the technical proposal responsive to this RFP. The price proposal will be removed from the package before the technical proposal is submitted to the Board of Health.

1.3 Written questions concerning this RFP may be submitted to the Board of Health, at the address given above, no later than 7 days before the deadline for submission of proposals. The Town will endeavor but shall not be required to answer any such request for information. If it does, the answer shall be provided to all persons who have obtained copies of this RFP and filed in the Board of Health Office.

2. Evaluation Criteria

All proposals must comply with the requirements listed in Section 5.1. The most advantageous proposal that complies with those requirements will be chosen based on the evaluation criteria described in Section 5.2 and the cost for services payable to the applicant for the period of the contract as discussed in Exhibit B.

3. Instructions and Conditions for Applicants

3.1 Each applicant shall submit 4 copies of its proposal.

3.2 Each applicant shall answer all questions contained in Exhibit B, shall agree to execute a contract in a form satisfactory to the Town [or substantially the form attached hereto as Exhibit C], and shall execute the certificates attached hereto as Exhibit D. All proposals shall be unconditional; no proposal that

purports to impose conditions not included in this RFP will be deemed responsive. The Town may, however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to the interests of the Town or to fair competition.

3.3 The Town reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening of bids but before entering into a contract, to reject any proposal if it deems it to be in the best interests of the Town, and to award a contract to the next qualified applicant. The Town reserves the right to check references identified by any candidate or associated with any previous employer of any candidate. Consistent with the provisions of G.L. c. 30B, § 6, the Town reserves the right to award the contract based on considerations other than price.

3.4 All proposals shall be deemed to be public records with the meaning of G.L. c. 4, § 7(26). If an applicant believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Applicant is not willing to make public, such information should not be submitted. No part of a proposal involving the payment of compensation to the Applicant may be designated as confidential.

3.5 Proposals may be corrected, modified, or withdrawn prior to the deadline for submission of proposals by submitting 4 copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in section 1. Proposals may not be withdrawn or modified for a period of [60] days after the opening of proposals.

3.6 The procurement officer may cancel an invitation for bids, a request for proposals, or other solicitation, or may reject in whole or in part any and all bids or proposals when the procurement officer determines that cancellation or rejection serves the best interests of the governmental body. The procurement officer shall state in writing the reason for the cancellation or rejection.

4. **General Description and Services to be provided:**

4.1 **Scope of Services**

The Board of Health requires a qualified environmental engineer/agent to provide review, inspection and enforcement services for state and BOH regulations for the following:

- a. Review of plans and results of soil tests related to construction of new, or upgrade and/or repair of existing, on-site wastewater disposal and treatment systems;
- b. Inspection of observation holes;
- c. Inspect construction of on-site wastewater disposal and treatment systems;
- d. Review of on-site well permit proposal plans, water quality and quantity test results, and treatment units;
- e. Review of site plan, subdivision, and other project plans including plans for treatment of wastewater equal to or in excess of 10,000 gallons per day, but excluding activities associated with the management of stormwater.
- f. Board of Health compliance review for building permits, complaint investigation regarding wastewater treatment flows, illegal dumping, hazardous waste, and such other environmental services as the Board of Health may require;
- g. Perform all work requested by the BOH that reasonably falls under the duties of an Environmental Engineer/Agent.
- h. General consultation to the BOH, and

- i. Assistance to the BOH in preparation of regulations.

4.2 **Scope of Service Requirements**

The successful candidate will be required to execute a contract including the following duties and requirements:

- a. Provide inspection and consultation services in the Town of Norfolk on at least 2 nonconsecutive days each week.
- b. Attend BOH meetings when requested: one to two evenings per month, traditionally on Tuesdays, starting at 7:30 PM.
- c. Review site plans, subdivision plans, and plans for other projects and make recommendations to the BOH regarding said plans at least 48 hours before meetings of the BOH at which action on said plans is to take place.
- d. Be available to respond to public health emergencies at any time including weekends.
- e. Provide the following computational and communications equipment:
 - - telephone with 24-hour answering machine or voice mail
 - - fax machine
 - - computer, office and technical software and printer compatible with BOH office equipment
 - - e-mail and Internet access
 - - own transportation
 - - field and office equipment required to perform all duties.
- f. The work requirements noted above will be performed in a courteous and timely manner.
- g. Please refer to attached contract for additional requirements.

5. **Qualifications**

5.1 **Minimum Evaluation Criteria**

- a. No applicant, individual engineer or engineering firm, shall be considered to be responsive or responsible unless the applicant possesses the following education and certification:
 - i. Bachelors degree in civil or environmental engineering;
 - ii. Registration as a Professional Engineer in the Commonwealth of Massachusetts;
 - iii. Certification as an Inspector and Soil Evaluator under 310 CMR 15.000 (Title 5)
- b. No engineering firm shall be considered to be responsive or responsible unless the firm identifies a single engineer as the proposed Agent who meets the minimum evaluation criteria described in Sections 5.1.a.

5.2 **Comparative Evaluation Criteria**

Proposals will be screened to identify those meeting the minimum qualifications identified in Section 5.1. Those deemed qualified will be further evaluated according to the criteria and standards that appear in the *Comparative Evaluation Criteria and Rating Standards* table below. Where there is nothing listed for "not advantageous," proposals meeting minimum criteria shall be deemed at least "advantageous". An overall rating for each proposal will be calculated by assigning numerical values to the comparative evaluation ratings as follows:

| Rating | Numerical rating |
|---------------------|------------------|
| Not advantageous | 0 |
| Advantageous | 1 |
| Highly advantageous | 2 |

A simple arithmetic average rating based on the evaluation criterion designated a. through m. in the Comparative Evaluation Criteria and Rating Standards table will be calculated for each proposal from an engineering firm. Average ratings for proposals from individual engineering firms will be calculated based on the evaluation criteria in the table. The proposal receiving the highest average rating will be considered the most advantageous.

Comparative Evaluation Criteria and Rating Standards

| Criterion | Not Advantageous | Advantageous | Highly Advantageous |
|---|--|--|---|
| a. Education | | Bachelors degree in civil or environmental engineering | Masters degree in civil or environmental engineering |
| b. Experience | No experience in providing Civil Engineering Services | Between five and ten years providing the services listed in Section 4.1. | In excess of ten years service; providing the services listed in Section 4.1. |
| c. Title 5 Education and Training | | Applicant meets minimum criteria, i.e. training sufficient to obtain state Title 5 certifications | Applicant demonstrates participation in educational programs on Title 5 beyond minimum criteria. |
| d. Title 5 - design, construction and maintenance | Applicant has less than 5 years of experience in the design, construction and/or maintenance of sewage disposal systems. | Applicant has 5 to 10 years of experience in the design, construction and/or maintenance of sewage disposal systems. | Applicant has more than 10 years of experience in the design, construction and/or maintenance of sewage disposal systems. |
| e. Experience with systems with design capacities in excess of 10,000 gpd | Applicant has no experience with such systems | Applicant has up to 5 years of experience with the design, construction and/or maintenance of such systems | Applicant has more than 5 years of experience with the design, construction and/or maintenance of such systems |
| f. Innovative/ Alternative waste water Systems | Applicant is not generally familiar with such systems, their features and components | Applicant has knowledge of such systems, their features and components | Applicant has experience with the design, construction and/or maintenance of such systems |
| g. Drinking Water Supplies | Applicant has limited knowledge of, or experience in, installation or inspection of wells or testing of potable water supplies | Applicant has at least 5 years' experience installing or inspecting on-site well installation. | Applicant has at least 5 years experience and familiarity, and has received additional training or education in toxicology and/or geohydrology. |
| | | | |
| h. Drafting of Regulations | Applicant has little or no experience in drafting regulations or policies | Applicant has up to 5 years of experience preparing local regulations and provides documentation of at least one such regulation | Applicant has more than 5 years of experience preparing local regulations and provides documentation of at least one such regulation |

| Criterion | Not Advantageous | Advantageous | Highly Advantageous |
|-----------------------------|--|--|--|
| i. Service Plan | | Applicant offers availability and accessibility to Board of Health members and to the public as required in Section 4.2. | Applicant offers availability and accessibility to Board of Health members and to the public substantially greater than required in Section 4.2. |
| j. References | Applicant receives negative references regarding expertise, diligence in performing job functions, or relations with employers or public | Applicant receives no negative references | Applicant receives excellent overall references |
| k. Registered Land Surveyor | | Applicant meets minimum qualifications listed in Section 5.1.a. | Applicant is a registered land surveyor in the Commonwealth of Mass. |

The following criteria apply only to engineering firms that have designated a team of engineers to supply the scope of services described in Section 4.1

| | | | |
|---|---|---|---|
| l. Qualifications of members of a team from an engineering firm | | At least one member of the team meets minimum qualifications and is identified as the proposed Agent | All members of the team meet minimum qualifications and one of them is identified as the proposed Agent |
| m. Delivery of services | Services described in Section 4.1 to be provided by different members of the team | All services described in Section 4.1 except inspections (Section 4.1.b and c) to be provided by the same team member | All services described in Section 4.1 to be provided by the same team member |

6. Available Funds

For the period July 1, 2010 to June 30, 2011, services shall be compensated as described on the attached Norfolk Board of Health Engineering Compensation Schedule as provided by Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53G.

Services listed in Section 4 (Scope of Services), but not compensated as provided by Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53G, shall be compensated at the contracted hourly rate (Refer to Exhibit B).

7. Method of Selection/Time Table:

Proposals will be opened and recorded in a register in the presence of witnesses at 5:00 PM, June 16, 2010, by the Chief Procurement Officer (CPO), or his designee, of the Town of Norfolk. The contents of the responses to the RFP are not public information during the evaluation process. All technical proposals will be evaluated by the Board of Health.

The Board of Health will rank the qualified applicants. The top ranked applicant, as well as other applicants, will then be notified of the findings by the following day. The top ranked applicant will have until June 24, 2010 to execute the attached contract for the Agent position in a form acceptable to the Town [or substantially in the Form attached hereto as Exhibit C].

**EXHIBIT A
APPLICATION FORM**

All candidates, including engineering firms, shall submit information in this format for evaluation by the Board and the Evaluation Committee. Engineering firms must submit this form for each individual who will provide services. Additional pages may be added if necessary.

A. Education Qualifications:

| <u>Degrees</u> | <u>Institution</u> | <u>Year of graduation</u> | <u>Comments</u> |
|----------------|--------------------|---------------------------|-----------------|
|----------------|--------------------|---------------------------|-----------------|

B. Experience (List all experience since graduation in chronological order)

| <u>Duration</u> (from mo./yr. to mo./yr.) | <u>Employer</u> | <u>Job title</u> | <u>Responsibilities and duties</u> |
|---|-----------------|------------------|------------------------------------|
|---|-----------------|------------------|------------------------------------|

C. Licenses and Certifications (List licenses and professional certifications)

| <u>Certificate</u> | <u>Certifying authority</u> | <u>Year</u> | <u>Comments</u> |
|--------------------|-----------------------------|-------------|-----------------|
|--------------------|-----------------------------|-------------|-----------------|

D. References (Attach at least three professional letters of reference from individuals familiar with your work and who are in a position to comment critically on it)

E. Service Plan

Attach a narrative, not to exceed three (3) pages, in your own words of how you will address the Board's needs for the services listed in Section 4.

EXHIBIT C
PROPOSED CONTRACT FORMAT
PUBLIC AND ENVIRONMENTAL HEALTH ENGINEER/AGENT

THIS IS AN AGREEMENT between the Town of Norfolk, a municipal corporation in Norfolk County, Massachusetts, acting by its Board of Health (hereinafter referred to as the "BOARD") and _____ (hereinafter referred to as the "AGENT"), for the provision of Public and Environmental Health Engineer/Agent services for the period of July 1, 2010 through June 30, 2011 as follows:

I. SCOPE OF SERVICES TO BE PROVIDED

1. Services required to enforce the Local, State, and Federal public and environmental health laws and regulations that are the responsibility of the BOARD. This does not include the Right to Know Laws, Lead Paint / Asbestos Detection Services, Stormwater Management, Housing Inspection, Food Establishment Inspections, Expert Witness or Court Enforcement Services. This does include:
 - A. Review of subsurface sewage disposal systems, including soil evaluation, design plans, and inspection of construction.
 - B. Review of on-site well permit proposals, water quality and quantity test results, and treatment units.
 - C. Review of Building Permit applications for compliance with Board of Health requirements in accordance with the policies set forth by the BOARD.
 - D. Investigation of complaints regarding wastewater overflows, illegal dumping, hazardous waste, and the like.
2. General Consultation to the BOARD.
3. General Guidance to concerned parties needing services within the jurisdiction of the Board of Health insofar as regulatory requirements are concerned.
4. Attendance at BOARD regular meetings when necessary as requested by the BOARD.
5. Attendance at BOARD special meetings when possible and when special circumstances require.
6. Perform all work requested by the BOARD that falls under the normal duties of an Environmental Engineer and Agent. This does not include general clerical/secretarial services, such as, but not limited to, accepting permit applications, collecting permit fees, and making appointments for inspections and other services.
7. Provide inspection and consultation services in the Town of Norfolk on at least 2 nonconsecutive days each week.
8. Work with the BOH Administrator in maintaining a log of engineering field services requested and provided. This log will include location, dates, times of arrival to and departure from each project site, service provided, recipient of service, and outcome.

II. PLAN OF SERVICES / PERFORMANCE CRITERIA

The performance of the AGENT will be evaluated on the basis of meeting the following goals.

1. The domestic water supply in new construction serviced by private wells will be of adequate quality and volume;
2. Newly constructed, or reconstructed, waste water disposal systems will function in an environmentally acceptable manner;
3. Prompt and courteous service will be provided to applicants and their representatives with the following maximum turn-around times for delivery of the listed services:
 - a. Site plan review- 21 days
 - b. Sub-division plan review- 45 days
 - c. Notice of Intent - Conservation Commission - 14 days
 - d. New disposal works applications - 10 working days
 - e. Upgrade disposal works applications - 7 working days
 - f. Project evaluation for building permit - 5 working days
 - g. Well applications - 5 working days
 - h. Percolation and water table observations (between 12/20 and 5/29):
 - i. Respond to applicant's engineer - 5 working days from receipt of application
 - ii. Test hole observation - 7 working days from response to applicant's engineer (weather permitting and unless engineer requests a later appointment)

III. PERIOD OF SERVICE AND PAYMENT TO AGENT

1. The BOARD agrees to pay the AGENT monthly an amount equal to:
 - a. The cumulative fees associated with services listed in Section 4 (Scope of Services) and compensated as provided under Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53G, plus
 - b. The cumulative fees associated with services listed in Section 4 (Scope of Services), but not compensated as provided by Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53G, compensated at the contracted hourly rate.

The compensation for services provided under Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53G are as described on the attached Norfolk Board of Health Engineering Compensation Schedule. The BOARD reserves the right to review its' fee schedule on an annual basis and make changes which it deems warranted. Upon consultation with the AGENT, the BOARD may elect to change the Engineering Compensation Schedule to reflect such changes.

2. At no time will any provision of this agreement make the BOARD liable for payment for performance of work under this agreement in excess of the amounts that have been appropriated by Town Meeting and designated by the BOARD for expenditure for the purpose of this agreement.

IV. INDEMNITY

The agent shall indemnify, and save the BOARD, harmless from and against any and all costs (including but not limited to litigation expenses and attorney's fees), liability, fines, claims, penalties, damages, suits or proceedings whatsoever for injury to persons (including death) or damage to property due to the negligence by acts or omissions of the AGENT, provided however, the AGENT'S obligations hereunder shall not apply when such injury or damage to the extent such injury or damage may be determined to be the sole negligence of the BOARD.

This contract may be canceled for unsatisfactory performance provided the Board of Health shall furnish fourteen days written notice to the Engineer/Agent. All financial obligations pursuant to a contract between the parties shall cease in the event of a cancellation for unsatisfactory performance. This contract may also be terminated by the BOARD without cause. Such termination shall not be effective until after an interval of time has passed following written notice of such termination equal to one week for each year the Agent has been contracted by the town. In witness whereof, the parties hereto have made and executed this Agreement as of the day and year set forth below.

V. INSURANCE

See EXHIBIT F for a description of the Town of Norfolk insurance requirements. Proof of the required coverage must be provided before this contract is executed.

VI. INDEPENDENT CONTRACTOR

It is recognized that the Engineer/Agent is acting as an independent consultant and therefore shall not be eligible for benefits afforded to Town employees. The Engineer/Agent hereby waives claims for workers compensation and unemployment insurance.

VII. CERTIFICATE

It is understood that this contract is subject to an annual appropriation of funds. If the town fails to appropriate sufficient funds, the contract shall be considered void with no financial obligations due to the Engineer/Agent.

**EXHIBIT B
PRICE PROPOSAL FORM**

For those services listed under Section 4 (Scope of Services) and included in the attached Norfolk Board of Health Engineering Compensation Schedule, the Board agrees to pay the amount specified in the Compensation Schedule as provided by Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53G. However, this price is not intended to restrict the applicant from submitting a fee he/she deems necessary.

Services listed in Section 4 (Scope of Services), but not compensated as provided by Chapter 593 of the Acts of 1989, M.G.L. Chapter 44, Section 53G, shall be compensated at the contracted hourly rate. The anticipated budget for these services for FY 2011 is \$11,577.

This hourly rate proposal should be in a separate sealed envelope attached to the application. The Price proposal envelope should be marked "Price Proposal" on the outside along with the Applicant's name.

Evaluation of Cost Proposal: The cost proposal will be evaluated as follows: the lowest total will be considered most advantageous, all else equal.

A. FY11 (July 1, 2010 - June 30, 2011):
Hourly rate contract = \$ _____/hr.

Signature: _____

Name/Title: _____

Firm: _____

Date: _____

EXHIBIT D

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal (type or print)

Name of Business (type or print)

EXHIBIT E

CERTIFICATE AS TO COMPLIANCE WITH TAX LAWS

I, _____, the duly Authorized

Representative of _____, certify

under the pains of perjury that it has complied with all laws of the Commonwealth of Massachusetts

relative to taxes.

BY: _____
(Signature of Authorized Representative)

FOR: _____

DATE: _____

EXHIBIT F

INSURANCE:

The CONTRACTOR shall purchase and keep in full force and effect during the entire duration of the Work to be done by the CONTRACTOR, insurance issued by companies qualified to do business in the Commonwealth of Massachusetts, as follows:

1. Workers' Compensation affording protection under the Workers' Compensation Law of the Commonwealth of Massachusetts.
2. Comprehensive General Liability in primary amounts not less than:
 - a. Bodily Injury:
\$ 500,000 per occurrence
\$1,000,000 aggregate
 - b. Property Damage:
\$ 300,000 per occurrence
\$ 300,000 aggregate
 - c. Auto:
\$ 500,000 per occurrence
\$1,000,000 per accident

This insurance shall (i) include contractual liability insurance coverage, (ii) completed operations coverage, (iii) not be subject to any of the special property damage liability exclusions commonly referred to as XCU exclusions and (iv) be extended by the addition of the so-called "Board Form Property Damage Endorsement". Before commencing any work hereunder, certificate or certificates of insurance shall be provided to the TOWN. The TOWN shall also be provided with copies of any revised or renewal certificate(s). Any certificate of insurance policies provided hereunder shall name the TOWN as an additional insured as its interest may appear.

*This is to clarify the insurance requirement in the RFP as contained in Exhibit F. The insurance requirement does not include Professional Liability Insurance

**Norfolk Board of Health
Engineering Compensation Schedule**

SOIL EVALUATION – PERCOLATION TEST (each site location & site visit max. 4 hours)

| | Review Fee |
|-------------------------------------|-------------------|
| New Construction & Upgrades | \$200.00 |
| Test Borings & Permeability Testing | \$275.00 |

PERMIT APPLICATION FOR RESIDENTIAL NEW & UPGRADED SUBSURFACE DISPOSAL SYSTEMS HAVING A DESIGN FLOW OF LESS THAN 1,000 GALLONS PER DAY

| | |
|--|--|
| 1 st Permit Application & Plan Review (includes Tight Tank Systems- Domestic & Industrial/Commercial) | Upgrade \$350.00 New Construction \$500.00 |
| Additional Fee if Pump System | Upgrade \$150.00 New Construction \$200.00 |
| Additional Fee if Retaining Wall | \$50.00 |
| Additional Fee if Shared System | Upgrade \$200.00 New Construction \$275.00 |
| Additional Fee if Innovative/Alternative System | Upgrade \$250.00 New Construction \$350 |
| Revisions prior to plan approval | First revision - Free Each additional revision: Upgrade \$150.00 New Construction \$200.00 |
| Revision of previously approved plan (includes as-built plan for system constructed differently than approved) | Upgrade \$150.00 New Construction \$200.00 If building structure relocation only (leaching are remaining same) \$100.00 |
| System Abandonment | \$50.00 |
| Minor Alteration (tank, d-box relocation/replace) | \$75.00 |
| Emergency Repair (broken pipe or tee) | \$75.00 |
| Application for Septic System Permit Transfer/Renewal (no plan change) | \$25.00 |

| | |
|---|---|
| Septic System Construction Inspections (first 3 inspections FREE) | Each additional inspections: Upgrades \$75.00 New Const. \$125.00 |
|---|---|

PERMIT APPLICATION FOR NEW & UPGRADED SUBSURFACE DISPOSAL SYSTEMS FOR COMMERCIAL OR ANY SYSTEM HAVING A DESIGN FLOW OF 1,000 GALLONS PER DAY OR OVER

| | Review Fee |
|----------------------------------|---|
| Permit Application & Plan Review | Hourly rate TBD for review by the Board of Health/Agent with a minimum deposit of \$1000.00 |

SUB-DIVISION PLAN REVIEW

| | Review Fee |
|-------------|---|
| Plan Review | Hourly rate TBD for review by the Board of Health/Agent with a minimum deposit of \$1000.00 |

SITE PLAN REVIEW AND GRAVEL PLAN REVIEW

| | Review Fee |
|-------------|---|
| Plan Review | Hourly rate TBD for review by the Board of Health/Agent with a minimum deposit of \$1000.00 |

CONSULTATION & PRE-SUBMITTAL SERVICES

| | Review Fee |
|---|------------------------------------|
| Technical Consultation & Pre-Submittal Services | Hourly rate TBD. One hour minimum. |
| Consultation services as requested by the Board | Hourly rate TBD. One hour minimum. |

WELLS

| | Review Fee |
|---|-------------------|
| New Wells | \$200.00 |
| Hydrofracting and/or Repair existing well | \$150.00 |
| Decommission well | \$50.00 |
| Property Transfer Well Test Review & Advisory | \$50.00 |

VARIANCE/LOCAL UPGRADE APPROVALS

(DEP and/or Board of Health)

| | Review Fee |
|----------------------|-------------------|
| Residential Upgrades | \$50.00 |
| New Construction | \$100.00 |

OFFICE VISITS, MEETINGS & COMPLAINTS

| | |
|---|------------------------------------|
| Office Visits | Hourly rate TBD. One hour minimum. |
| Attendance at Board of Health or other meetings as requested by the Board | Hourly rate TBD. One hour minimum. |
| Miscellaneous Services not stated in this fee schedule | Hourly rate TBD. One hour minimum. |
| Investigation of Complaints | Hourly rate TBD. One hour minimum. |

MISCELLANEOUS SERVICES

| | Review Fee |
|---|--|
| Title 5 Report Submission & Review | \$50.00 |
| Review of I/A & WWTP Inspection Reports | \$30.00 |
| Form 1.0 Building Permit Application Review | Minor Alteration \$20.00 (deck, pool, shed, garage, screen porch, etc.) |
| | Major alterations, additions, basements, etc. (anything requiring a floor plan of existing dwelling) \$40.00 |
| Miscellaneous services not listed herein | Hourly rate TBD |

TOWN OF NORFOLK BOARD OF HEALTH

TOWN OF NORFOLK BOARD OF SELECTMEN / CHIEF PROCUREMENT OFFICER(S)

FINANCE DIRECTOR

TOWN COUNSEL

ACCEPTED BY AGENT

_____ Date: _____