

Date

Attorney Name  
Town Attorney  
Contact Information

RE: Town of \_\_\_\_\_ - Compressed Natural Gas (CNG) Fuel Filling Station Projects  
Proposal for Engineering Services  
FILE: \_\_\_\_\_ (PDS #XXXXXX)

Dear Town Attorney:

Engineers, Inc. (ENG) is pleased to provide this revised proposal to the Town of \_\_\_\_\_ (TOK) for engineering review assistance for two proposed Compressed Natural Gas (CNG) Fuel Filling Stations. These CNG Fuel Filling Stations will be at the following locations: \_\_\_\_\_, \_\_\_\_\_, NY and \_\_\_\_\_, \_\_\_\_\_, NY. Our proposal is based on working with the Town of \_\_\_\_\_ to review and provide comment to the Zoning and Planning Boards. It is our understanding the Zoning and Planning Boards will then review our comments and determine the course of action for the projects. This proposal presents our project execution plan. To facilitate your review, this proposal is organized as follows:

- Project Background
- Scope of Services
- Clarifications and Assumptions
- Fee and Terms.

PROJECT BACKGROUND

The Town of \_\_\_\_\_ is reviewing separate applications for two new CNG Fuel Filling Stations located at different locations in the Town. The first site will be located on \_\_\_\_\_, for Trillium CNG Company. The second location will be on \_\_\_\_\_, for American Natural Gas, LLC. The Town of \_\_\_\_\_ Zoning Board is in the process of reviewing the proposed locations to determine if the permits/applications are in compliance with all zoning requirements. Once the zoning review is complete the projects will be reviewed by the Planning Board for Site Plan approval.

SCOPE OF SERVICES

The proposed scope of services is separated into two tasks:

Task 1-Zoning Board Review

- Review application and provide comment to the Zoning Board to recommend if the new proposed CNG Fuel Filling Stations are allowable uses, based on current zoning.
- Coordinate with the Zoning Board and provide comments to recommend the appropriate zone classification, if it is determined the current zoning does not allow for the proposed use.s