

Analysis of June 30, 2019 Profit

	<u>Direct</u>	<u>Indirect</u>
Actual recovered Direct & Indirect Costs in FY19	\$ 303,417	\$ 370,216
Indirect that should have been recovered	111.32%	\$ 337,764
Adjustment- Difference in indirect costs recovered		\$ 32,452
 Profit 06.30.19 Per Financials	 \$ 91,399	
 Over Recovery of Indirect Costs	 \$ (32,452)	
 Add : High Meadows Expenses	 \$ 22,952	
 Town Dues	 \$ (73,488)	
 Net Profit	 \$ 8,411	



MEMO

Date: August 2, 2019
To: Executive Committee
From: Pam DeAndrea, Senior Planner
Re: Contract Approval - G&N Excavation Northfield Water Street Stormwater Implementation
Construction Change Order #2

G&N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 2

☒ ACTION REQUESTED: Authorize the Executive Director to sign Change Order #2 with G&N Construction.

Scope of Work: Construction of a stormwater remediation project. The site is located on Water Street near the intersection of Union Brook Road. The project is an infiltration chamber system. Replacing drainage lines, catch basins, curbing and sidewalks are part of the construction plans.

This Change Order is for the change in work to be done by the Town of Northfield. Originally, the Town was going to excavate the chamber system area, but it realized during the pre-construction meeting that it did not have the capacity to do so. G&N Excavation and the Town Manager worked out an agreement to modify the Town's work.

Change Order #2 modifies the scope of work for G&N and extends the contract's termination date to 08/31/19 (~2-week extension). This minimal delay is not expected to result in risk to the project's completion. An associated amendment to CVRPC's Memorandum of Agreement with the Town modifies the Town's match work. G&N will conduct the excavation of the chamber system area. The Town will:

- Eliminate connection of a catch basin and a storm drain sewer manhole.
- Truck excavated material from the site.
- Supply and truck topsoil required for the chamber system area recovery.

Performance Period: 05/15/19 – ~~08/15/19~~ 08/31/19

Notes:

- 1) This is a no-cost change for the project as a result of this Change Order. Additionally, the contractor will not increase the cost of the project by \$10,000 as stated in the previous memo.
- 2) CVRPC's project engineer has received the change order and CVRPC is awaiting his signature approval.
- 3) If the value of the Town's revised in-kind work does not meet its committed project match, the MOA requires the Town to provide a cash match for the difference in match value.

CHANGE ORDER # 2

Owner's Project Number RF/VT/STAG # _____
Contract #: 2019-01
Contract Title: Water St. Stormwater Improvements
Owner: C V R P C
Contractor: G + N Excavation
Engineer: Aldrich + Elliott

Date: 7/31/19
Agreement Date: 5/17/19
ORIGINAL PRICE: \$ 455,125
Notice to Proceed Date: 5/15/19
Calendar Days: 90
Original Completion Date: 8/13/19

The following changes are hereby made to the CONTRACT DOCUMENTS:

DESCRIPTION:

See attached proposal #1726213

JUSTIFICATION:

PRICE: This C.O. ⁽¹⁾ will (not change) increase/decrease the Contract Price By: \$ _____
Current Contract Price per most recent C.O.: \$ 460,816.75
The new Contract Price including this C.O. is: \$ 460,816.75

TIME: Current Contract Calendar Days as per most recent C.O.: Calendar Days 90
This C.O. will (not change) increase/decrease the Contract Calendar Days by: Calendar Days 17
The new Contract Calendar Days including this C.O. is: Calendar Days 107
The new Contract Completion Date is, therefore: 9/30/19

NOTE: The CONTRACTOR must provide a Revised Project Schedule to reflect increases or decreases in Contract Time as authorized by this C.O. Attached

REQUESTED BY: Town of Northfield

Print or Type Name

Signature

SIGNATURES/APPROVALS:

Stipulated price and time adjustment includes all costs and time associated with the above described change. CONTRACTOR waives all rights for additional compensation or time extension for said change. CONTRACTOR and OWNER agree that the price(s) and time adjustment(s) stated above are equitable and acceptable to both parties.

Recommended By (Engineer): _____

Print or Type Name

Signature

Accepted By (CONTRACTOR): Michele Gabarra

Print or Type Name

Signature

Concurred By: _____

(FED Construction Project Manager)

Print or Type Name

Signature

Ordered By (OWNER): _____

Print or Type Name

Signature

(1) C.O. means Change Order

G & N EXCAVATION, INC.

3804 N. Fayston Rd.
Moretown, VT 05660-9286

Proposal

Date	Proposal #
7/31/2019	1726213

(802) 496-3735
mgaboriau@gmavt.net

DBE Certified

Name / Address
Central VT Regional Planning Commission 29 Main St. Ste. 4 Montpelier, VT 05602

Solicitation No.

Description		Total
<p>WATER STREET STORMWATER IMPROVEMENTS - NORTHFIELD, VT</p> <p>CHANGE ORDER # 2 - Like - Kind Exchange between the Town of Northfield and G & N Excavation.</p> <p>Scope of Work:</p> <p>Excavate area for storm chamber system to be done by G&N. Originally valued by the Town of Northfield (per contract) at \$25,120.</p> <p>Contingency, Less Town match (like-kind exchange) of \$25,120.</p> <p>Scope of work - Town of Northfield:</p> <p>Eliminate the connection between CB-A2 and SDMH 5. Per e-mail from Jason at A&E dated 5/31/19. \$300.</p> <p>Truck all material, excavated by G & N, from the storm chamber site. \$18700.</p> <p>Supply & Truck all the screened topsoil required for covering (restoration) of storm chamber site. \$6000.</p> <p>Misc. admin. \$120.</p> <p>Liquidated Damages shall be removed from the contract via extension of contract calendar days (17 days).</p>		<p>25,120.00</p> <p>-25,120.00</p>
		<p>Total</p> <p>\$0.00</p>

[illegible]



Central Vermont Regional Planning Commission

MEMO

Date: August 5, 2019
 To: Executive Committee
 From: Daniel Currier, Program Manager
 Re: CVRPC FFY 2020 TPI Budget

✉ ACTION REQUESTED: Approve modification of the draft CVRPC FFY 20 Transportation Planning Initiative budget.

This budget was previously approved in July. It has been updated to reflect CVRPC hourly rates for FY20. Exhibits 2-3-4 includes the budget.

Funding Level - \$246,429

Summary of revised budget amounts by task:

Task	Task Description	Agreement Amount	Agreement Amount	Change
Task 1	Program Administration	\$18,802	\$18,988	\$186
Task 2	Public Participation and Coordination	\$37,800	\$38,945	\$1,145
Task 3	Long Range Transportation Planning	\$63,588	\$65,691	\$2,103
Task 4	Short Range Transportation Planning	\$97,786	\$93,816	(\$3,970)
Task 5	Project Development Planning	\$15,148	\$15,591	\$443
Task 6 A	VOBCIT Technical Support	\$3,305	\$3,398	\$93
Task 6 B	Watershed Planning Activities	\$10,000	\$10,000	\$0
Total		\$246,429	\$246,429	\$0

Executive Committee Supplemental Materials
CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2019 Transportation Planning Initiative

August 2019

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$18,988
Task 2	Public Participation and Coordination	\$38,945
Task 3	Long Range Transportation Planning	\$65,691
Task 4	Short Range Transportation Planning	\$93,816
Task 5	Project Development Planning	\$15,591
Task 6A	VOBCIT Technical Support	\$3,398
Task 6B	Watershed Planning activities	\$10,000
Total		\$246,429

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY20	Total Hours	Total Cost
Executive Director	\$57.80	436	\$25,201
Program Manager	\$39.51	1,020	\$40,300
GIS Senior Planner I	\$41.08	222	\$9,120
GIS Planner I	\$33.96	656	\$22,278
Land Use Senior Planner III	\$36.27	30	\$1,088
Office Manager	\$37.63	54	\$2,032
Emerg Mngmt Asst Plan I	\$24.17	55	\$1,329
Land Use Asst Planner II	\$22.52	102	\$2,297
Planning Technician I	\$14.00	440	\$6,160
Planning Technician II	\$13.99	0	\$0
Total		3,015	\$109,805

Indirect Costs		115.00%	Total Hours	Total Cost
RPC Staff Position	of Hourly Rate			
Executive Director	\$66.47		436	\$28,981
Program Manager	\$45.44		1,020	\$46,345
GIS Senior Planner I	\$47.24		222	\$10,488
GIS Planner I	\$39.05		656	\$25,619
Land Use Senior Planner III	\$41.71		30	\$1,251
Office Manager	\$43.27		54	\$2,337
Emerg Mngmt Asst Plan I	\$27.80		55	\$1,529
Land Use Asst Planner II	\$25.90		102	\$2,642
Planning Technician I	\$16.10		440	\$7,084
Planning Technician II	\$16.09		0	\$0
Total			3,015	\$126,276

Direct Costs		Total Cost
Contractual		\$0
Travel		\$5,974
Supplies		
Equipment		\$0
Meetings		\$2,600
Data & References		\$100
Postage		\$100
Copy/Print		\$0
Advertising		\$500
Total		\$10,348

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$1,899	\$17,089
Task 2	Public Participation and Coordination	\$3,895	\$35,051
Task 3	Long Range Transportation Planning	\$6,569	\$59,122
Task 4	Short Range Transportation Planning	\$9,382	\$84,434
Task 5	Project Development Planning	\$1,559	\$14,032
Task 6A	VOBCIT Technical Support	0	\$3,398
Task 6B	Watershed Planning activities	0	\$10,000
Subtotal by Share		\$23,303	\$223,126
Agreement Total			\$246,429

Notes:¹ CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and² VTrans share comes from federal transportation funds provided by the U.S. Department of

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2019 Transportation Planning Initiative

August 2019

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

		Bonnie	Dan	Pam	Ashley	Clare	Nancy	Vacant	Zach			
Task #	Task Description	Exec Director	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Asst Plan I	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	20	50	5	10	0	10	0	0	0	0	95
2	Public Participation & Coordination	70	250	15	60	0	25	20	5	0	0	445
3	Long Range Transportation Planning	300	230	20	50	25	0	15	15	0	0	655
4	Short Range Transportation Planning	30	300	110	511	5	0	20	60	440	0	1,476
5	Project Development Planning	10	130	20	10	0	10	0	0	0	0	180
6A	VOBCIT Technical Support		40									40
6B	Watershed Planning activities	6	20	52	15		9		22			124
	Total	436	1,020	222	656	30	54	55	102	440	0	3,015

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$5,974	\$1,000		\$2,600	\$100	\$100		\$500	\$10,274
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6A	VOBCIT Technical Support										\$0
6B	Watershed Planning activities			\$74							\$74
	Total	\$0	\$5,974	\$74	\$0	\$2,600	\$100	\$100	\$0	\$500	\$10,348

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Asst Plan I	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$57.80	\$39.51	\$41.08	\$33.96	\$36.27	\$37.63	\$24.17	\$22.52	\$14.00	\$13.99				
1	Administration	\$1,156	\$1,976	\$205	\$340	\$0	\$376	\$0	\$0	\$0	\$0	\$4,053	\$4,661	\$10,274	\$18,988
2	Public Participation & Coordination	\$4,046	\$9,878	\$616	\$2,038	\$0	\$941	\$483	\$113	\$0	\$0	\$18,114	\$20,831	\$0	\$38,945
3	Long Range Transportation Planning	\$17,340	\$9,087	\$822	\$1,698	\$907	\$0	\$363	\$338	\$0	\$0	\$30,554	\$35,137	\$0	\$65,691
4	Short Range Transportation Planning	\$1,734	\$11,853	\$4,519	\$17,354	\$181	\$0	\$483	\$1,351	\$6,160	\$0	\$43,635	\$50,181	\$0	\$93,816
5	Project Development Planning	\$578	\$5,136	\$822	\$340	\$0	\$376	\$0	\$0	\$0	\$0	\$7,252	\$8,340	\$0	\$15,591
6A	VOBCIT Technical Support	\$0	\$1,580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,580	\$1,817	\$0	\$3,398
6B	Watershed Planning activities	\$347	\$790	\$2,136	\$509	\$0	\$339	\$0	\$495	\$0	\$0	\$4,617	\$5,309	\$74	\$10,000
	Total	\$25,201	\$40,300	\$9,120	\$22,278	\$1,088	\$2,032	\$1,329	\$2,297	\$6,160	\$0	\$109,805	\$126,276	\$10,348	\$246,429

115.00% Indirect Rate												Total Employee Indirect			
	Indirect per employee	\$28,981	\$46,345	\$10,488	\$25,619	\$1,251	\$2,337	\$1,529	\$2,642	\$7,084	\$0	\$0	\$126,276		

Notes

- ¹ Contractual: Audit services, engineering services as needed for problem evaluation, professional editor
 Travel: Mileage, transportation, parking, lodging, per diem
 Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning
 Equipment: Counting and inventory equipment, computers used for transportation planning
 Meetings: Meeting room space, other associated costs, conference / workshop fees
 Data / Ref: Reference materials
 Postage: Large packages, special mailings
 Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w; \$1.0 color) and outside print/copy services
 Advertising: Advertising, legal notices