



3 January 2024

Allaire Diamond
Vermont Land Trust
8 Bailey Avenue
Montpelier, VT 05602

RE: Clean Water Service Provider Master Agreement, Addendum 1 – Scope of Work and Cost Estimate for Preliminary Design of John Fowler Road Berm Removal – Marshfield, VT

Dear Allaire:

The Central Vermont Regional Planning Commission, in its role as the Clean Water Service Provider for the Winooski River Basin, revises the agreement for the John Fowler Road Berm Removal Final Design to extend the end date to 1 June 2024. The Scope of Work remains the same. The total cost estimate for this work remains \$44,603.57.

Under the terms of our Master Agreement, dated 5 June 2023, this letter, your proposal and the Master Agreement comprise the contract for this project.

We look forward to working with you to improve water quality in the Winooski River Basin.

Sincerely,

Christian Meyer
Executive Director

The following portions of Part 1 – Contract Detail are hereby amended as follows:

Part 1: Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION		
Original <input type="checkbox"/>	Amendment <input checked="" type="checkbox"/>	#2023-13.01-A1
Contract Amount: \$44,603.57	Task Start Date: 09/06/2023	Contract End Date: 06/01/2024
Total Master Contract Value: \$44,603.57		
Contract Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)		
SECTION 2 – CONTRACTOR INFORMATION		
Contractor DUNS/UEI: MHPJZCMBQA17		
DUNS/UEI Registered Name (if different than Contractor Name above):		
SAM checked for DUNS/UEI Suspension and Debarment Exclusions (https://sam.gov/SAM/ Print Screen Must be Placed in Contract File. Both the name of the entity and name of the primary point of contact must be checked.)		
Date: 30 August 2023	Initials: bv	SAM Expiration Date: 3 March 2024
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment). Print Screen Must be Placed in Contract File. Both the name of the entity and name of the primary point of contact must be checked.)		
Date: 30 August 2023	Initials: bv	Debarment Expiration Date: N/A
Risk Assessment completed (Questions for contractor at ..\..\Forms\Risk Assessment Contractor Questions.docx . Staff completes assessment at ..\..\Forms\Risk Assessment Contractor.docx . Contractor responses and completed risk assessment places in contract file. Contract modified to reflect assessment results.)		
Date:	Initials:	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file)		
Date: 31 August 2023	Initials: bv	
IRS Form W9 - Request for Taxpayer Identification Number and Certification (Contractor must complete a Form W-9. Form must be placed in contract file.)		
Date: 30 August 2023	Initials: bv	
Certificate of Insurance (Contractor must provide a valid Certificate of Insurance demonstrating compliance with minimum insurance requirements of the originating funding. If originating funding has none, default minimums are State of Vermont requirements.)		
Date: 7 September 2023	Initials: bv	
Will the Contractor Charge CVRPC for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> [Provide written documentation of answer from contractor. If yes, CVRPC tax exemption certificate must be provided to contractor (obtain from CVRPC finance staff). CVRPC is not subject to sales tax.]		
Date: 30 August 2023	Initials: bv	
Contract Total Value exceeds \$250,000? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)		
Date: 30 August 2023	Initials: bv	

SECTION 3 – FUNDING SOURCE	
Awarding Entity:	Vermont Department of Environmental Conservation
Contract #:	06140-2023-CWSP-WID-05
Funding Type:	<input type="checkbox"/> Federal CFDA/ALN #: Program Title: <input checked="" type="checkbox"/> State <input type="checkbox"/> Municipal <input type="checkbox"/> Other Source: (ex. private, non-profit, etc.)
SECTION 4 – CONTACT INFORMATION	
<p>CVRPC</p> <p><u>Project Contact/Coordinator</u></p> <p>Name: Brian Voigt Title: Senior Planner Work Phone: 802.262.1029 Email: voigt@cvregion.com</p> <p><u>Finance/Billing</u></p> <p>Name: Christian Meyer Title: Executive Director Work Phone: 802.229.0389 Email: meyer@cvregion.com</p>	<p>CONTRACTOR</p> <p><u>Project Contact/Manager</u></p> <p>Name: Allaire Diamond Title: Ecologist Work Phone: 802.861.6411 Cell Phone (if applicable): 802.879.6672 Email: Allaire@vlt.org</p> <p><u>Finance/Billing</u></p> <p>Name: David Morrissey Title: Director of Finance Work Phone: 802.989.0651 Email: dmorrissey@vlt.org</p>

The portions of Part 1 – Contract Detail not noted above have not been changed and remain as presented in the original Master Agreement.

Part 2: Contract Agreement

Article 6 – Compensation

6.1.a: Preliminary Design of John Fowler Road Berm Removal – Marshfield, VT. The following milestones must be met by the SUBGRANTEE. All milestones, deliverables and deadlines associated with this contract are included in the table below. The SUBGRANT shall invoice CVRPC upon the successful completion of each milestone and the submission of associated deliverables.

	<i>Milestone</i>	<i>Deliverable(s)</i>	<i>Completion Date</i>	<i>Cost</i>
1	Project initiated; proposal / bid solicitation issued and contractor selected (if applicable)	Copy of proposal solicitation; contractor selected	31 December 2023	\$2,000
2	Conceptual site plan drafted	Conceptual site plan	1 March 2024	\$14,500
3	Stakeholder meeting	Attendance and minutes of stakeholder meeting	1 April 2024	\$1,000
4	DEC Programmatic Staff Engagement	Support letter(s) from DEC Programmatic Staff	1 March 2024	\$2,000
5	Other permit-required assessments or plans completed (if applicable)	Completed assessments or plans	1 March 2024	\$2,000
6	Preliminary (30%) design complete	30% design documents	1 June 2024	\$21,103.57
7	Preliminary VDHP Project Review	Completed preliminary review by VDHP Staff	1 June 2024	\$2,000
Total Cost				\$44,603.57

The portions of Part 2 – Contract Agreement items not noted above have not been changed and remain as presented in the original Master Agreement.