

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Standard Contract

Moretown Elementary School and Town Office

Stormwater Implementation Project

Part 1 – Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION

Original <input type="checkbox"/>		Amendment <input checked="" type="checkbox"/> # 2022-02.A1	
Contract Amount: \$28,627.34	Contract Start Date: 06/06/22	Contract End Date: 06/01/24	
Contractor Name: Watershed Consulting Associates, LLC			
Contractor Physical Address: 208 Flynn Ave Suite 2H			
City: Burlington	State: VT	Zip Code: 05406	
Contractor Mailing Address: PO Box 4413			
City: Burlington	State: VT	Zip Code: 05406	
Contract Type: Cost Reimbursement <input checked="" type="checkbox"/> Fixed Price <input type="checkbox"/> Other <input type="checkbox"/> (please specify)			
If this action is an amendment, the following is amended:			
Funding Amount <input type="checkbox"/> Performance Period <input checked="" type="checkbox"/> Scope of Work <input type="checkbox"/>			
Other <input type="checkbox"/> (please specify)			

SECTION 2 – CONTRACTOR INFORMATION (to be completed by CVRPC)

Contractor UEI: YVUZKMY44SE5		
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)		
Date: 12/28/23	Initials: NLC	SAM Expiration Date: 04/19/24
State of Vermont checked for Debarment Exclusions (http://bgs.vermont.gov/purchasing-contracting/debarment . Print Screen Must be Placed in Contract File)		
Date: 05/31/22	Initials: NLC	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: 06/07/22	Initials: NLC	
Single Audit check in Federal Audit Clearinghouse (https://harvester.census.gov/facdissem/Main.aspx . Print screen must be placed in contract file))		
Date: 05/31/22	Initials: NLC	
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: 06/07/22	Initials: NLC	

<p>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.)</p> <p>Date: 05/31/22 Initials: NLC</p>									
<p>Will the Contractor Charge CVRPC for Taxable Purchases? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>[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.]</p> <p>Date: 06/07/22 Initials: NLC</p>									
<p>Contract Total Value exceeds \$250,000? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(Contractor must provide list of all proposed subcontractors and subcontractors' subcontractors and the identity of those party's worker compensation providers)</p> <p>Date: 06/07/2022 Initials: NLC</p>									
<p>SECTION 3 – FUNDING SOURCE</p>									
<p>Awarding Entity: Mount Ascutney Regional Commission</p>									
<p>Contract #: CVRPC-2021DIBG-04</p>									
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Funding Type:</td> <td style="width: 20%;"> <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Municipal <input type="checkbox"/> Other </td> <td style="width: 20%;">CFDA/ALN #:</td> <td style="width: 40%;">Program Title:</td> </tr> <tr> <td></td> <td></td> <td colspan="2">Source: (ex. private, non-profit, etc.)</td> </tr> </table>		Funding Type:	<input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Municipal <input type="checkbox"/> Other	CFDA/ALN #:	Program Title:			Source: (ex. private, non-profit, etc.)	
Funding Type:	<input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Municipal <input type="checkbox"/> Other	CFDA/ALN #:	Program Title:						
		Source: (ex. private, non-profit, etc.)							
<p>SECTION 4 – CONTACT INFORMATION</p>									
<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: Bonnie Waninger Title: Executive Director Work Phone: 802-229-0389 Email: waninger@cvregion.com</p>	<p>CONTRACTOR</p> <p><u>Project Contact/Manager</u></p> <p>Name: Andres Torizzo Title: Principal Work Phone: 802-497-2367 Cell Phone (if applicable): Email: Andres@watershedca.com</p> <p><u>Finance/Billing</u></p> <p>Name: Andres Torizzo Title: Principal Work Phone: 802-497-2367 Cell Phone (if applicable): Email: Andres@watershedca.com</p>								

Part 2 – Contract Agreement

STANDARD CONTRACT FOR SERVICES

SUBJECT: Agreement # 2022-02.A1, entered into by the Central Vermont Regional Planning Commission and by Watershed Consulting Associates, LLC , is amended as follows:

4. Contract Term. The period of Contractor’s performance shall begin on June 6, 2022 and end on June 1, 2024.

8. Attachments. This contract consists of 22 pages including the following attachments which are incorporated herein:

Attachment A - Scope of Work to be Performed

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

For the CVRPC:

Signature: _____

Name: Christian Meyer

Title: Executive Director

Date: _____

For the Contractor:

Signature: _____

Name: Andres Torizzo

Title: Principal

Date: _____

ATTACHMENT A

Scope of Work to be Performed

Objective

This project requires a State licensed Professional Engineer to provide bid and construction oversight for four water quality infrastructure components – three sand filters and a gravel wetland – at the Moretown Elementary School and Town Office complex (79 School Street, Moretown, VT, 05660). The newly constructed infrastructure will serve a nearly 10-acre drainage area and is expected to reduce Phosphorous loading by 2.35 kg/yr.

Activities to be Performed

Performance Measures

TASK		DELIVERABLE	DELIVERY DATE
1	Kick-Off Meeting Held	Kick-off meeting notes	June 30, 2022
2	Bid Documents Prepared	Construction bid documents	January 6, 2023
3	Pre-Bid Conference Held	Pre-bid conference notes; List of firms represented at the pre-bid conference (including contact information)	January 27, 2023
4	Bids Received/ Evaluated	Memo summarizing bids received, a recommendation for an earthwork contractor (Selected Contractor) to be awarded the Contract and the rationale for their selection	February 10, 2023
5	Contract Documents Prepared	Draft contract documents – contract to be executed between CVRPC and the Selected Contractor	February 24, 2023
6	Permits Secured	All permit authorizations necessary for project construction (if applicable)	March 31, 2023
7	Project Approximately 50% Constructed	Interim progress report, including construction photographs, approximate percentage of completion, work completed to-date, assessment of project budget status, summary of any project complications (if applicable), and any other information deemed pertinent by the Selected Consultant	July 28, 2023
8	Construction Complete	Final Engineering Report, including site photographs and as-built drawings	June 1, 2024

TASK		DELIVERABLE	DELIVERY DATE
9	Operations and Maintenance Plan Prepared	Draft Operations and Maintenance (O&M) Plan	June 1, 2024