



2 July 2024

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

RE: Clean Water Service Provider Master Agreement, Addendum 2 – Scope of Work and Cost Estimate for Final 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, in coordination with the Winooski River Basin Water Quality Council accepts your proposal for the **John Fowler Road Berm Removal Final Design** dated 9 May 2024. The total cost estimate for this work is **\$35,674.46**.

Under the terms of our Master Agreement, dated 5 June 2023, this acceptance 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"/> #2023-13.02	
Contract Amount: \$335,674.46	Task Start Date: 09/06/2023	Contract End Date: 03/31/2024
Total Master Contract Value: \$80,278.03		
Contract Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input type="checkbox"/> Other <input checked="" type="checkbox"/> (please specify) – Performance Based		
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		
Date: 27 June 2024	Initials: NC	SAM Expiration Date: 10 April 2025
State of Vermont checked for Debarment Exclusions.		
Date: 27 June 2024	Initials: bv	Debarment Expiration Date: N/A
Risk Assessment completed		
Date: 27 June 2024	Initials: bv	
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		
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	

Other Source: (ex. private, non-profit, etc.)

SECTION 4 – CONTACT INFORMATION

CVRPC

Project Contact/Coordinator

Name: Brian Voigt
 Title: Senior Planner
 Work Phone: 802.262.1029
 Email: voigt@cvregion.com

Finance/Billing

Name: Christian Meyer
 Title: Executive Director
 Work Phone: 802.229.0389
 Email: meyer@cvregion.com

CONTRACTOR

Project Contact/Manager

Name: Allaire Diamond
 Title: Ecologist
 Work Phone: 802.861.6411
 Cell Phone (if applicable): 802.879.6672
 Email: Allaire@vlt.org

Finance/Billing

Name: David Morrissey
 Title: Director of Finance
 Work Phone: 802.989.0651
 Email: dmorrissey@vlt.org

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

The following portions of Part 2 – Contract Agreement are hereby amended as follows:

Part 2: Contract Agreement

Article 6 – Compensation

6.1.a: Final 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; contractor selected (if applicable)	Copy of proposal solicitation; statement of reasoning for contractor selection; signed contract	15 July 2024	\$250
2	Stakeholder meeting	Attendance and minutes of stakeholder meeting	15 July 2024	\$250
3	DEC Programmatic Staff Engagement	DEC Programmatic Staff comment	31 July 2024	\$750
4	60% Design Complete	DEC Programmatic Staff comment	31 July 2024	\$500
5	Draft 10-year (minimum) DEC Operation and Maintenance (O&M) Plan and documentation of Support / commitment from O&M responsible party and landowner	Draft 10-year (minimum) DEC Operation and Maintenance (O&M) Plan; documentation of support / commitment from O&M responsible party and landowner	15 August 2024	\$500
6	Draft 10-year (minimum) access license or easement and documentation of project support / commitment from landowner	Draft 10-year (minimum) access license or easement and documentation of project support / commitment from landowner	15 August 2024	\$500

Table continues on next page.

Milestone		Deliverable(s)	Completion Date	Cost
7	Other permit-required assessments or plans completed (if applicable)	Assessment reports or plans (if applicable)	15 August 2024	\$1,000
8	Final (100%) design complete	Final design report	30 September 2024	\$13,000
9	Required permits drafted	Draft permit application materials, wetlands individual permit (if applicable)	30 September 2024	\$2,000
10	Final VDHP Project Review	Signed VDHP Project Review Form	30 September 2024	\$16,000
11	Project Closeout	Media announcement; Final Performance Report or ANR Online Clean Water Project – Project Closeout Form (once available); Batch Import File or ANR Online Clean Water Project – New Project Form (once available)	31 October 2024	\$924.46
Total Cost				\$35,674.46

6.3.a: SUBGRANTEE will use the reporting template provided by the Winooski River Basin Clean Water Service Provider to submit monthly progress reports. Monthly reports are due by the 15th day of each month this agreement is in effect. If no progress has been made during the reporting period, SUBGRANTEE shall submit a monthly progress report stating, 'no progress was made during this reporting period.'

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