



## EXECUTIVE COMMITTEE

### Special Meeting

**Tuesday, October 8, 2024 @ 6:00 pm**

29 Main Street, Suite 4, Montpelier, VT 05602

**Hybrid Meeting with Remote Participation via Zoom<sup>1</sup>**

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waEIVRzMremVsamZ0Zz09>

Dial in via phone: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

Persons with disabilities who require assistance or alternate arrangements to participate are encouraged to contact Nancy Chartrand at 802-229-0389 or [chartrand@cvregion.com](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

Page **AGENDA**

**6:00<sup>2</sup> Adjustments to the Agenda**

**Public Comment**

**6:05 Contract/Agreement Authorization (Action - enclosed)<sup>3</sup>**

**6:15 Adjourn**

**Next Regular Meeting: November 4, 2024**

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<sup>1</sup> Dial-in telephone numbers are "Toll" numbers. Fees may be charged to the person calling in dependent on their phone service.

<sup>2</sup> All times are approximate unless otherwise advertised.

<sup>3</sup> Anticipated action item.



## Central Vermont Regional Planning Commission

### MEMO

Date: September 30, 2024  
To: Executive Committee  
From: Christian Meyer, Executive Director  
Re: Contract/Agreement Approvals

### GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

(Contracts and agreements valued at more than \$25,000)

#### Department of Public Safety – FY2024 Emergency Management Planning Grant

**ACTION REQUESTED:** Authorize the Executive Director to sign the **advance notice to proceed**.

**NOTE:** *The grant agreement has been delayed due to FEMA setting up a new grant platform and a delay in getting the grant to the State. VEM is currently working on a notice to proceed that will be released the week of September 30, while processing the entire grant that will shortly follow.*

**Scope of Work:** Assist state and local governments to enhance and sustain all-hazards emergency management capabilities. Specific activities for the basin include:

- 1) provide technical assistance and overall regional/ statewide coordination for emergency preparedness, response, mitigation, and long-term recovery.
- 2) continue implementing the overall Regional Emergency Management Committees (REMCs) program developed by VEM.
- 3) train and prepare at least three RPC staff to serve the role of Local Liaison and/or State Emergency Operations Center (SEOC) staff during real world emergencies.

#### **Funding:**

Grant Amount: \$ 46,783.57 (Federal)

Match Amount: \$ 46,783.57 (Legislative allocation via ACCD and in-kind match from REMC members and municipal officials for specific tasks)

**Performance Period:** 10/01/2024 – 09/30/2025

**Staff:** Keith Cubbon, Brian Voigt, Christian Meyer, Sam Lash

## CONTRACTS ISSUED

(Contracts and agreements valued at more than \$25,000)

### [Brownfields Assessment Program – Weston & Sampson Phase II Site Assessment for 300-302 Granger Road – Berlin, VT Amendment #1](#)

**ACTION REQUESTED:** Authorize the Executive Director to sign the contract amendment.

**Staff are seeking approval to** amend the contract from value from \$30,550 to \$42,395. The CVRPC brownfield advisory committees has approved funding on this project not to exceed \$50,000. Additionally, **staff are seeking approval to** amend the contract term to be extended from November 1<sup>st</sup> 2024 from July 31<sup>st</sup> 2024.

**Scope of Work:** Undertake a Phase II Environmental Site Assessment to evaluate whether recognized environmental conditions (RECs) identified during a March 2024 Phase I ESA, have resulted in a release of petroleum and/or hazardous materials. The Phase II ESA is also being completed to satisfy grant requirements and the Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process (ASTM Standard Practice E1903-19). Under a previous scope, we have developed and submitted for regulatory review a Site-Specific Quality Assurance Project Plan (SSQAPP) based off Weston & Sampson’s generic Quality Assurance Project Plan (QAPP) on file with the EPA. Produce ECAA Report.

**Funding:** ~~\$30,550~~ \$42,395

**Performance Period:** 7/31/24 - ~~10/15/2024~~ 11/01/24

**Staff:** Eli Toohey

## FOR INFORMATION ONLY

(Contracts, agreements, and Stormwater Program addendums valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

## GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

### [LamCo Cleaning LLC, Amendment #1](#)

**Scope of Work:** Provide office cleaning services @ 29 Main Street, Suite 4 every other week. This contract amendment extends the expiration date of original contract and includes updated pricing.

**Funding:** \$9,500 for life of contract (Admin – incorporated into indirect rate)

**Performance Period:** 10/01/2021 – ~~9/30/2024~~ 9/30/2025

**Staff:** Christian Meyer, Nancy Chartrand

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Phase II Environmental Site Assessment**  
**300-302 Granger Road, Berlin VT 05602**

**Part 1 – Contract Detail**

**SECTION 1 - GENERAL CONTRACT INFORMATION**

Original		Amendment #1	
Contract Amount: \$42,395	Start Date: 07/31/24	End Date: 11/01/24	
Contractor Name: Weston & Sampson			
Contractor Physical Address: 98 South Main Street, Suite 2			
City: Waterbury	State: VT	Zip Code: 05676	
Contractor Mailing Address: same			
City:	State:	Zip Code:	
Contract Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)			
<i>If this action is an amendment, the following is amended:</i>			
Funding Amount <input checked="" type="checkbox"/>	Performance Period <input checked="" type="checkbox"/>	Scope of Work <input checked="" type="checkbox"/>	
Other <input type="checkbox"/> (please specify)			

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

Contractor UEI: UERUKNFQN3D5		
UEI Registered Name (if different than Contractor Name above): Weston & Sampson Engineers, Inc.		
SAM checked for UEI Suspension and Debarment Exclusions ( <a href="https://sam.gov/SAM/">https://sam.gov/SAM/</a> Print Screen Must be Placed in Contract File)		
Date: 7/22/2024	Initials: NLC	SAM Expiration Date: 6/21/2025
State of Vermont checked for Debarment Exclusions ( <a href="http://bgs.vermont.gov/purchasing-contracting/debarment">http://bgs.vermont.gov/purchasing-contracting/debarment</a> . Print Screen Must be Placed in Contract File)		
Date: 7/22/2024	Initials: NLC	Debarment Expiration Date: N/A
Risk Assessment completed (Questions for contractor at <a href="..\..\Forms\Risk Assessment Contractor Questions.docx">..\..\Forms\Risk Assessment Contractor Questions.docx</a> . Staff completes assessment at <a href="..\..\Forms\Risk Assessment Contractor.docx">..\..\Forms\Risk Assessment Contractor.docx</a> . Contractor responses and completed risk assessment places in contract file. Contract modified to reflect assessment results.)		
Date: 7/25/2024	Initials: NLC	
Single Audit check in Federal Audit Clearinghouse ( <a href="https://harvester.census.gov/facdissem/Main.aspx">https://harvester.census.gov/facdissem/Main.aspx</a> . Print screen must be placed in contract file)		
Date: 7/22/2024	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: 7/22/2024	Initials: NLC	
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: 7/25/24	Initials: EIT	



**Attachment A: Scope of Work to Be Performed** (attached herein)

All other terms and conditions of this Agreement not hereby amended shall remain in full force and effect.

The signatures of the undersigned Parties indicate that each has read this 1<sup>st</sup> amendment to Agreement #2024-18 its entirety and agrees to be bound by the provisions enumerated therein.

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

**For the CVRPC:**

**For the Contractor:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Christian Meyer

Name: \_\_\_\_\_

Title: Executive Director

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**

**Scope of Work to be Performed**

**Objective:**

Undertake a Phase II Environmental Site Assessment to evaluate whether recognized environmental conditions (RECs) identified during a March 2024 Phase I ESA, have resulted in a release of petroleum and/or hazardous materials. The Phase II ESA is also being completed to satisfy grant requirements and the Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process (ASTM Standard Practice E1903-19). Under a previous scope, we have developed and submitted for regulatory review a Site-Specific Quality Assurance Project Plan (SSQAPP) based off Weston & Sampson’s generic Quality Assurance Project Plan (QAPP) on file with the EPA.

**Activity(s) to be Performed:**

	<b>Activity</b>	<b>Performance Measures</b>	<b>Deliverable Date</b>
1	Kick-Off Meeting	Meeting attended	7/31/24
2	Draft Phase II Environmental Site Assessment	Draft Report submitted	9/6/24
3	Circulate Draft Phase II Environmental Site Assessment for review and comment	CVRPC, CVSWMD, DEC comments are addressed	9/13/24
4	Supplemental Phase II – ECAA Report	ECAA Report submitted	11/01/24
4	Finalize Phase II ESA Report	Final Report submitted	11/01/24

**Attribution:**

Attribution shall be made to the State in all publications, i.e., newsletters, press releases, event promotions, webpages, programs, etc. Attribution shall read: *This (activity to be filled in specific to the publication) of Central Vermont Regional Planning Commission is made possible in part by a grant from the State of Vermont through the Agency of Commerce and Community Development, Department of Economic Development.*

## CENTRAL VERMONT REGIONAL PLANNING COMMISSION

### Part 1 – Contract Detail

#### SECTION 1 - GENERAL AGREEMENT INFORMATION

Office Cleaning Services		Original	Amendment <input checked="" type="checkbox"/> #1
Award Start Date: 10/01/21	Award End Date: 09/30/25	Total Contract Amount: <b>\$9,500.00</b>	
Contractor Name: LamCo Cleaning Services, LLC			
Contractor Physical Address: 542 US Route 302			
City: Barre	State: VT	Zip Code: 05641	
Contractor Mailing Address: P.O. Box 75			
City: Plainfield	State: VT	Zip Code: 05667	
Match Required: N/A	Match Source: <input type="checkbox"/> Cash <input type="checkbox"/> In-Kind		
Match Description: N/A			
Agreement Type: Cost Reimbursement <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)			

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

Contractor Duns: 018376992 & Vermont Business ID: 0032941		
DUNS Registered Name (if different than Contractor Name above):		
SAM checked for Suspension and Debarment Exclusions ( <a href="https://sam.gov/SAM/">https://sam.gov/SAM/</a> )		
Date: 09/25/24	Initials: nc	SAM Expiration Date: N/A
State of Vermont checked for Debarment Exclusions ( <a href="http://bgs.vermont.gov/purchasing-contracting/debarment">http://bgs.vermont.gov/purchasing-contracting/debarment</a> )		
Date: 09/25/24	Initials: nc	Debarment Expiration Date: n/a
Risk Assessment completed		
Date: 09/25/24	Initials: nc	
Single Audit check in Federal Audit Clearinghouse ( <a href="https://harvester.census.gov/facdissem/Main.aspx">https://harvester.census.gov/facdissem/Main.aspx</a> )		
Date: 09/25/24	Initials: nc	
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: 09/25/24	Initials: nc	
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: 09/25/24	Initials: nc	
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: 09/25/24	Initials: nc	
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: 09/25/24	Initials: nc	



SECTION 3 – FUNDING SOURCE	
Funding Type: <input checked="" type="checkbox"/> Other Source: CVRPC Admin (incorporated into indirect rate)	
SECTION 4 – CONTACT INFORMATION	
<b>CVRPC</b> <u>Project Contact/Coordinator</u> Name: Nancy Chartrand Title: Office Manager Work Phone: 802-229-0389 Email: <a href="mailto:chartrand@cvregion.com">chartrand@cvregion.com</a>  <u>Finance/Billing</u> Name: Nancy Chartrand Title: Office Manager Work Phone: 802-229-0389 Email: <a href="mailto:chartrand@cvregion.com">chartrand@cvregion.com</a>	<b>CONTRACTOR</b> <u>Project Contact/Manager</u> Name: Jeanne Lamica Title: Owner Work Phone: 802-595-1499 Email: <a href="mailto:lamco@lamcocleaning.com">lamco@lamcocleaning.com</a>  <u>Finance/Billing</u> Name: Jeanne Lamica Title: Owner Work Phone: 802-595-1499 Cell Phone (if applicable): Email: <a href="mailto:lamco@lamcocleaning.com">lamco@lamcocleaning.com</a>

**SUBJECT:** Agreement # 2021-10 entered into by the Central Vermont Regional Planning Commission, and by LamCo Cleaning LLC is amended as follows:

**3. Maximum Amount.** In consideration of the services to be performed by Contractor, CVRPC agrees to pay Contractor, in accordance with the updated payment provisions outlined herein: office cleaning as outlined every other week at a cost of \$122.50 per cleaning beginning on 10/1/2024, a total contracted sum not to exceed \$9,500.00.

**4. Contract Term.** The period of contractor’s performance shall begin on October 1, 2021, and end on September 30, 2025.

All other terms and conditions of this Agreement not hereby amended shall remain in full force and effect.

The signatures of the undersigned Parties indicate that each has read this 1<sup>st</sup> amendment to Agreement #2021-10 in its entirety and agrees to be bound by the provisions enumerated therein.

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

**For the CVRPC:**

**For the Contractor:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Christian Meyer

Name: Jeanne Lamica

Title: Executive Director

Title: Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_