



3 December 2024

Peter Danforth, Director  
Lamoille County Conservation District  
109 Professional Dr., Suite # 2  
Morrisville, VT 05661

RE: Clean Water Service Provider Master Agreement, Addendum 1 – Scope of Work and Cost Estimate for Project Development in the Upper Little River Watershed

Dear Peter:

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 **Project Development in the Upper Little River Watershed** project dated 16 September 2024. The total cost estimate for this work is **\$30,000.00**.

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**

<b>SECTION 1 - GENERAL CONTRACT INFORMATION</b>		
Original <input type="checkbox"/>	Addendum <input checked="" type="checkbox"/> #1	Amendment <input type="checkbox"/> #
Contract Amount: \$30,000.00	Contract Start Date: 12/3/2024	Contract End Date: 12/2/2026
Contractor Name: Lamoille County Conservation District (LCCD)		
Contractor Physical Address: 109 Professional Dr., Suite # 2		
City: Morrisville	State: VT	Zip Code: 05661
Contractor Mailing Address: 109 Professional Dr., Suite # 2		
City: Morrisville	State: VT	Zip Code: 05661
Contract Type: Performance Based		
<i>If this action is an amendment, the following is amended:</i> Funding Amount <input type="checkbox"/> Performance Period <input type="checkbox"/> Scope of Work <input type="checkbox"/> Other <input type="checkbox"/> (please specify)		
<b>SECTION 2 – CONTRACTOR INFORMATION</b>		
Contractor Duns/UEI: CE61JKAM3C68		
DUNS/UEI Registered Name (if different than Contractor Name above):		
SAM checked for DUNS/UEI Suspension and Debarment Exclusions		
Date: 31 July 2024	Initials: bv	SAM Expiration Date: 23 April 2025
State of Vermont checked for Debarment Exclusions		
Date: 6 September 2023	Initials: bv	Debarment Expiration Date: N/A
Risk Assessment completed		
Date: 31 July 2024	Initials: bv	
Single Audit check in Federal Audit Clearinghouse		
Date: 6 September 2023	Initials: bv	
IRS Form W9 - Request for Taxpayer Identification Number and Certification		
Date: 6 September 2023	Initials: bv	
Certificate of Insurance		
Date: 1 August 2024	Initials: bv	
Will the Contractor Charge CVRPC for Taxable Purchases?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Date: 6 September 2023	Initials: bv	
Contract Total Value exceeds \$250,000?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Date: 6 September 2023	Initials: bv	

<b>SECTION 3 – FUNDING SOURCE</b>	
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.)
<b>SECTION 4 – CONTACT INFORMATION</b>	
<b>CVRPC</b> <u>Project Contact/Coordinator</u> Name: Brian Voigt Title: Senior Planner Work Phone: 802.262.1029 Email: voigt@cvregion.com  <u>Finance/Billing</u> Name: Christian Meyer Title: Executive Director Work Phone: 802.229.0389 Email: meyer@cvregion.com	<b>SUBGRANTEE</b> <u>Project Contact/Manager</u> Name: Peter Danforth Title: Director Work Phone: 631.495.9093 Email: lccddirector@gmail.com  <u>Finance/Billing</u> Name: Forest Cohen Title: Senior Business Manager Work Phone: 802.846.4490 Email: fcohen@ccrpcvt.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: Project Development Along Select Reaches of the Huntington River. 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.

	<b>Milestone</b>	<b>Deliverable(s)</b>	<b>Completion Date</b>	<b>Cost</b>
1	Kick-off meeting held	Copy of kick-off meeting notes	26 August 2024	\$1,000.00
2	Initial scoping completed	Preliminary phosphorus-reduction estimates	23 September 2024	\$3,000.00
3	Site visits conducted	a) Site visit photos; b) Site visit notes & landowner communications; c) Phosphorus-reduction estimates; and d) Estimated design life	27 October 2024	\$6,058.00
4	Permit needs and project eligibility assessed	a) Documentation of required permits; b) Indication of potential challenges / conflicts for obtaining permit; c) Historic and archeological considerations; and d) Evidence that priority projects meet DEC CWIP Guidelines for Formula grant funding	11 November 2024	\$4,000.00
5	Project Development completed	For 3 – 5 highest priority projects: a) Basic project concept drawings; b) Preliminary cost estimates; c) Potential co-benefits; and d) Recommended next steps for specific development (see detailed list of Task 5 deliverables below).	25 November 2024	\$3,000.00

<b>Milestone</b>		<b>Deliverable(s)</b>	<b>Completion Date</b>	<b>Cost</b>
6	Final Report submitted	a) Narrative summary of all tasks completed b) List of scoping efforts c) List of development efforts: <ol style="list-style-type: none"> <li>i. Site photos;</li> <li>ii. Barriers to implementation;</li> <li>iii. O &amp; M considerations;</li> <li>iv. Water quality benefits;</li> <li>v. Batch import file / New Project Form for projects absent from WPD</li> </ol>	15 December 2024	\$3,000.00
			<b>Total Cost</b>	<b>\$30,000</b>

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 15<sup>th</sup> 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.