



October 2, 2020

Ms. Kathleen Ramsay, Town Manager  
Town of Middlebury  
77 Main Street  
Middlebury, Vermont 05753

**RE: Proposal  
Bid and Construction Phase Services  
Middlebury River Flood Mitigation Project  
Middlebury, Vermont  
MMI# 5032-02**

Dear Kathleen,

Milone & MacBroom (MMI) and Landslide Natural Resources Planning (Landslide) are pleased to submit this proposal to the Town of Middlebury to assist with bid and construction phase services to implement the Middlebury River Flood Mitigation Project. We have previously budgeted this phase of the project at \$70,000 for the FEMA grant and BCA. Landslide will lead the bid process with MMI supporting the design aspects of the bid. MMI will lead construction oversight with support from Landslide on extra site visits.

The proposed Scope of Services follows. Deliverables are underlined.

### **SCOPE OF SERVICES**

#### **Task 1 – Bid Phase Services**

- 1.1 Bid Management – Coordinate with the project team including Landslide, the Town, bidders, and the regulators throughout the bidding process.
- 1.2 Bid Documents including Request for Bids and Bid Sheet – Prepare a request for bids that summarizes the key project details and permit requirements and a bid sheet that will be submitted by contractors with their bid information. Post bid to the Vermont Bid System website.
- 1.3 Pre-bid Site Walk – Participate in a pre-bid site walk or video meeting alternative to comply with Covid-19 pandemic requirements.

- 1.4 Respond to Questions – Respond to bidder questions via phone and email. Addenda will be issued to the bid as needed.
- 1.5 Bid Review – Prepare a bid tabulation to assist with review of the bids. Check bidder references as needed to assist with contractor selection.
- 1.6 Fill Site Evaluation and Coordination – Assist with fill site investigation including meeting with state wetlands staff, meeting with landowners, wetland identification, GPS feature location, mapping, coordination, and available fill volume calculations.

## **Task 2 – Construction Phase Services**

- 2.1 Coordination – Communicate with the Contractor, the State, the Town, and others during construction.
- 2.2 Submittals – Review and comment on submittals such as wall anchors, construction sequence, water control plan, and safety plan.
- 2.3 Pre-construction Site Walk – Participate in a pre-construction site walk to review design plans with the Contractor and issue the notice to proceed.
- 2.4 Construction Oversight – Observe construction work to track progress, assist with proper design implementation, and guide permit compliance. This proposal includes approximately forty-five (45) visits over a construction period of three months and thus a member of our MMI-Landslide team will typically be on site three (3) to four (4) times a week. Visits will typically range between 2 and 4 hours. Some visits will be attended by more than one project engineer to accomplish several oversight tasks throughout the visit.
- 2.5 Construction Observation Reporting – Prepare a construction observation report and email to the project team within 24 hours of each site visit. The report will summarize the day's activity and include photographs.
- 2.6 Post-construction Site Walk – Participate in a post-construction site walk. Review punch list items to ensure the project is complete.
- 2.7 Closeout – Prepare a Global Positioning System (GPS)-based redline post-construction plan. Provide pre- and post- project photo documentation. Provide a letter of completion. Provide permit closeout information.

**EXCLUSIONS AND LIMITATIONS**

The following work items are not included in this scope of work at this time:

- Full-time construction oversight or residential engineer inspection services.
- Post-construction topographic survey.

Should any of the above items or any additional services be required, they can be provided on an hourly basis or for an agreed-upon lump sum fee.

**PROFESSIONAL FEES**

The above services will be performed on a lump sum basis for \$70,000. This budgetary estimate includes an allocation of \$3,500 in direct expenses for the mileage and printing. A summary of fee by task follows.

Task 1.0 – Bid Phase Services.....	\$8,500
Task 2.0 – Construction Phase Services .....	\$58,000
Direct Expenses.....	\$3,500
<b>TOTAL.....</b>	<b>\$70,000</b>

**TIME FOR COMPLETION**

<i><b>Task</b></i>	<i><b>Timeline</b></i>
Bid Phase Services	February to April 2021
Construction Phase Services	May to October 2021

We anticipate working with the project team to update the schedule as the project progresses.

**STANDARD TERMS AND CONDITIONS**

Work will be performed in accordance with MMI's Standard Terms and Conditions currently in effect with the current phase of work.

**ACCEPTANCE**

This email attachment consists of a scan of the original Agreement. If it satisfactorily sets forth your understanding of the arrangement between us, we would appreciate your printing, signing, and scanning a signed copy and emailing it to us for our files.

We appreciate this opportunity to continue our relationship with you on this project.

Sincerely,

MILONE & MACBROOM, INC.



Roy Schiff, Ph.D., P.E.  
Water Resource Scientist & Engineer



Jeanine Armstrong Gouin, P.E.  
Vice President

The above proposal and attached Standard Terms and Conditions are understood and accepted by:

Ms. Kathleen Ramsay  
Town of Middlebury

Signature \_\_\_\_\_ Date \_\_\_\_\_

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(Print name and title)