CIVIL ENGINEERING ASSOCIATES, INC.
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November 23, 2016

Mr. Dean Bloch, Town Administrator
Town of Charlotte
P.O. Box 119
Charlotte, VT 05455

Re: Thompson's Point Wastewater System (ID-9-0244)
Charlotte, Vermont
Civil Engineering Services Proposal – 2017 Operating Season

Dear Mr. Bloch:

Civil Engineering Associates, Inc. has been providing engineering services to the Town of Charlotte since 1997, in association with the Thompson's Point Wastewater System. These services have been provided on a time and materials basis, generally based on the scope of services identified in the original proposal and most recently updated in 2016. In accordance with your request, we have prepared a new proposal for engineering services which reflects the scope of services that has evolved as part of the required engineering services for the Thompson's Point Wastewater System in accordance with the current indirect discharge permit. (ID-9-0244)

Services to be Provided:

Annual Inspection and Report to the Agency of Natural Resources:
In July of each year, our office will conduct an inspection of the wastewater system in conjunction with the system operator in accordance with the requirements of Section D2 of the Indirect Discharge Permit. Inspection will include the following:

- Operation and condition of components housed in the process control building, including estimation of the flow splitting ratio.
- Operational testing of the control panel components
- Verification of dosing siphon operation
- Visual evaluation of sand filter dosing distribution
- Spot checking for ponding within the in-field monitoring wells
- Measurement of groundwater levels in the down-gradient monitoring wells
- Evaluation of laboratory testing results for septic tank and sand filter effluent
- Spreadsheet tabulation and review of the weekly readings based on measurements provided by the operator.

Following this inspection, our office will prepare an annual inspection report with the required supporting materials and summaries, and make recommendations regarding repairs and maintenance.

Year-End Reporting to the Agency of Natural Resources:
In November of each year, our office will coordinate and prepare the end of the year report and

provide assistance with the System Operator in accordance with the requirements of Section D2 of the Indirect Discharge Permit. The report and coordination will include the following:

- Tabulation of sludge and scum levels in each pump basin and septic tank, based on measurements of the operator.
- Spreadsheet tabulation and review of the weekly readings based on measurements provided by the operator.
- Reporting of repairs made / required by the system operator.

System Overview and Monitoring:

During the operating season, our office will review reports provided by the Operator, prepare summaries of pump and monitoring well readings, provide technical assistance to the Operator when needed, and provide monitoring data to the Agency of Natural Resources as required by section E of the Indirect Discharge Permit. In addition, our office will witness pressure testing of portions of the wastewater collection system, with the expectation that approximately 20% of the system will be tested in a given season.

Our office will also provide technical assistance in evaluating repair options and potential system modifications when these issues arise during operation of the wastewater system.

Thompson's Point Wastewater Advisory Committee

Our office will provide technical assistance and service to the Thompson's Point Wastewater Advisory Committee (TPWAC). Within our normal scope of services, we anticipate attending the four regularly scheduled meetings, and providing background information as necessary for discussion of typical operational issues.

Assistance with Ordinance Revisions

Civil Engineering Associates, Inc. will provide assistance to Town staff, the Select Board, and TPWAC, in support of rewrites and updates of the Thompson's Point Wastewater Ordinance.

Fees and Method of Payment:

Civil Engineering Associates, Inc. will complete the work outlined in the above scope of services for the estimated prices outlined below per Civil Engineering Associates, Inc. Schedule of Hourly Rates and Fees (copy attached). The price estimates included below are for the 2017 operating season.

Please note that these estimated costs do not include any provisions for attendance at meetings beyond the regularly scheduled TPWAC meetings. Additional meetings with leaseholders, Town officials, or regulators will constitute "extra services".

Billings are to be rendered monthly for work completed to date and are due within 30 days, after which time a 1.5% monthly interest charge and reasonable collection fees will be added to the unpaid balance.

Activity	Estimated Cost
1. Annual Inspection and Report	$1,900
2. System Overview and Monitoring	$3,800
3. TPWAC Meetings	$1,300

Extra Services

In addition to the services specifically outlined above, our office will provide other services on an as-needed basis, to be billed at the enclosed hourly rates. Work that would be considered extra services, or additional includes the following:

1. Services due to changes in the scope of the project or its design, including but not limited to changes in size, complexity, schedule, or character of construction.
2. Providing redesign or revising studies, reports, plans, and/or specifications.
3. If required, any additional permits not listed above.
4. Construction administration services.
5. Providing certifications to the client or outside agencies.
6. Assistance with water meter readings, tabulations, locating, and/or testing.
7. Other services as mutually agreed upon.

Respectfully,

Christopher Galipeau

Christopher J. Galipeau
Project Manager

Enclosure CEA 2017 Rate Schedule

I agree with this proposal as outlined above and hereby authorize Civil Engineering Associates, Inc. to proceed with the work.

_____ _____

Town of Charlotte Date

SCHEDULE OF RATES FOR LABOR & FEES

2017

Description	***Hourly Rate***
Senior Engineer	$139.00
Project Manager/Engineer	132.00
Project Engineer	116.00
Staff Engineer	100.00
CAD/Designer	96.00
Surveyor 1	104.00
Surveyor 2	83.00
Technician 1	77.00
Technician 2	59.00
Administrative Assistant	62.00
Expert Witness/Litigation Services	250.00

Reimbursable Expenses:

Survey Equipment Rental	50.00/hour
Mileage (IRS approved mileage rate)	0.54/mile
Prints (24" x 36")	3.00/each
Color Prints (24" x 36")	20.00/each
Black & White Photocopies (8 ½ x 11)	0.25/each
Black & White Photocopies (11 x 17)	0.50/each
Color Photocopies (8 ½ x 11)	1.00/each
Color Photocopies (11 x 17)	2.00/each
Concrete Boundary Monuments	75.00/each
Recordable Mylar	25.00/each
Archive Recovery	50.00 (min.)
Subconsultant Management Markup	10%