

# Proposal

to provide the Town of Charlotte, Vermont  
with

## Wastewater System Design Review and Permit Application Review Services

**RECEIVED**

AUG 26 2016

CHARLOTTE  
PLANNING & ZONING



August 28, 2016



**Lamoureux & Dickinson**

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August 28, 2016

Joe Rheaume, Zoning Administrator  
Town of Charlotte  
P.O. Box 119  
159 Ferry Road  
Charlotte, VT 05445

Re: Request for Proposals  
Civil Engineering Services for the Review of Wastewater System Designs and Draft WW  
Permits

Dear Joe,

We are pleased to submit the enclosed Proposal to continue to provide engineering services to the Town of Charlotte.

We feel we have provided the Town of Charlotte with thorough and thoughtful reviews and comments in the performance of our past services reviewing wastewater and water system designs submitted to the Town. We look forward to continuing to serve the Town of Charlotte in this capacity. Please feel free to contact me if you have any questions concerning this Proposal.

Sincerely,

Doug Goulette, P.E.  
*Principal Engineer*

Enclosures

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## INTRODUCTION

Lamoureux & Dickinson is pleased to submit this Proposal to the Town of Charlotte to provide regulatory review services for the Town. We understand the scope of work would include review of water and wastewater system designs and applications, as well as drafts of Wastewater System and Potable Water Supply (WW) Permits.

Specifically, we understand we would be performing the following *Scope of Services*:

- Examination of soil test pits to determine suitability for wastewater systems
- Review water supply and wastewater designs and applications and provide written comments to the Zoning Administrator
- Direct communication with the Designer when necessary
- Review WW Permit drafts prepared by the Zoning Administrator and provide comments
- Upon request, provide Town Staff with information and recommendations regarding water and wastewater regulations and technology

Lamoureux & Dickinson is highly qualified to perform this work, and has been doing so since January 2015.

### 1. QUALIFICATIONS OF KEY PERSONNEL

Lamoureux & Dickinson has a staff of highly qualified multi-disciplined professionals. If awarded this contract, Brian Tremback will continue to be the primary representative from L&D performing the work. Under our current contract with the Town, Brian has been observing soil test pits in the field and reviewing applications and designs submitted by Designers. Here is a brief summary of his qualifications.

**Brian Tremback**, Certified Professional Soil Scientist, Licensed Designer Class B (with water supply), and Wetlands Scientist. Brian has 27 years of experience in Vermont with soil investigation, wastewater system design and permitting, and wetland delineation, evaluation, and permitting. Brian has been a Licensed Designer since 1989, and is respected among his peers and State Regional Engineers. Brian regularly leads soil evaluation classes for the Licensed Designers Program of the Drinking Water and Groundwater Protection Division.

Doug Goulette has also been working on the review of projects for the Town of Charlotte with Brian. Doug's main role is to review Brian's comments on a project to insure the two of them are in agreement with the comments and recommendations presented, and to sometimes offer another. Here is a brief summary of his qualifications.

**Doug Goulette**, Professional Engineer and Licensed Designer Class 1 will serve as the secondary contact for coordination with the Town after Brian. Doug is a licensed Professional Engineer in Vermont with 30 years of experience. He has designed wastewater systems ranging from single family homes to large community systems.

## 2. TIMELINESS OF WORK

L&D has performed our past work for the Town in a timely manner, and expect to do so moving forward. Brian has been flexible in accommodating applicants' scheduling of soil test pits, and also strives to review applications soon after receiving them. Doug will typically provide his input with one day of receiving draft comments from Brian. Our in-house staff of 10 employees, including professional engineers, licensed designer, licensed surveyor, and technicians allows us to delegate workload to accommodate the timeframe of Charlotte reviews.

## 3. INSURANCE

L&D has professional liability insurance coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. A copy of a sample Certificate of Liability Insurance is attached.

## 4. PROHIBITION ON WASTEWATER WORK

L&D understands that if selected to continue these services, we will not perform any wastewater engineering for projects within the Town.

## 5. REFERENCES

*The following is a list of references of people familiar with our work and abilities:*

**Ernie Christianson** - Regional Engineer Manager  
Drinking Water and Groundwater Protection Division  
ernest.christianson@vermont.gov

**Mary Clark** - Licensed Designer Program, Innovative Alternative Approvals,  
Staff Hydrogeologist  
Drinking Water and Groundwater Protection Division  
mary.clark@vermont.gov

**Jessanne Wyman** - Regional Engineer, Essex Regional Office  
Drinking Water and Groundwater Protection Division  
802-557-1680  
jessanne.wyman@vermont.gov

**William Zabiloski** - Assistant Regional Engineer, Essex Regional Office  
Drinking Water and Groundwater Protection Division  
802-557-5773  
bill.zabiloski@vermont.gov

**Laura Wheelock, P.E.** - Public Works Engineer  
City of Burlington  
802-540-0557  
lwheelock@burlington.vt.gov

**Bruce Hoar** - Public Works Director  
Town of Williston  
802-878-1239  
bhoar@willistonvt.org

**Dennis Lutz, P.E.** - Public Works Director  
Town of Essex  
802-878-1344  
dlutz@essex.org

*Additional references can be provided on request.*

## **6. FEES FOR VARIOUS PROJECT CATEGORIES**

We have prepared a breakdown of the various categories as presented in the Request for Proposals with corresponding cost. Because test pit observation occurs well in advance of applications, and may not ultimately result in an application, it is covered under its own Item.

- 1. New projects - 560 gpd or less**  
Cost per application = \$300  
Test pit observation included separately under Item 7 below.
- 2. Minor repair or replacement systems - 560 gpd or less**  
Cost per application = \$300  
Test pit observation included separately under Item 7 below.

3. Residential dwellings - 560 gpd - 1,000 gpd  
Cost per application = \$400  
Test pit observation included separately under Item 7 below.
4. Commercial projects - 560 gpd - 1000 gpd  
Per hour rate: \$90/hr (Brian) and \$97/hr (Doug)  
Equivalent single rate: \$92/hr
5. Projects designed for 1000 gpd or greater  
Per hour rate: \$90/hr (Brian) and \$97/hr (Doug)  
Equivalent single rate: \$92/hr
6. Applications for minor amendments (no increase in flow/no construction)  
Cost per application = \$200
7. Test pit observation  
Cost per site visit = \$250

#### PER HOUR FEES

For work not associated with an application, the following is a summary of L&D's hourly rates by job title and person, in addition to reimbursable expenses. We assume Brian Tremback or Doug Goulette would be performing the vast majority of the work under this category:

<u>PERSONNEL</u>	<u>HOURLY RATE</u>
Principal Engineer <i>(Doug Goulette, Andy Rowe)</i>	\$ 97.00
Environmental Scientist <i>(Brian Tremback)</i>	\$ 90.00
<u>REIMBURSABLES</u>	
Mileage (per mile at current IRS rate):	\$ 0.56

#### RESUMES

Resumes of key personnel can be found in Attachment A.

## **FINAL THOUGHTS**

We feel that L&D is highly qualified to continue to provide the services requested by the Town of Charlotte. We have a reputation of providing high quality service at competitive rates. We put a high value on quality work and our reviews are performed by highly experienced personnel who have the knowledge to make sound engineering judgments.

Our work is thorough and thoughtful. If chosen for this project, we will work to insure that the designs prepared by wastewater designers for projects in Charlotte meet the applicable State standards. Thank you for considering Lamoureux & Dickinson.

We would also point out that, as stated in the Request for Proposals, there were 28 WW Permits issued in 2015. However, L&D was involved with 48 projects, reflecting that we were involved with many projects in various capacities ranging from observing test pits to design review, which were never permitted in 2015. Our total billing for 2015 associated with these 48 projects was \$16,187, which equates to an average of \$337 per project. Unfortunately, if many of these projects never made a formal application to the Town, the Town never received any money from the applicant, yet still had to pay for the services provided by L&D. If selected for this work, L&D would welcome the opportunity to work with the Town to formulate a strategy for addressing this situation, if it is a concern or financial burden on the Town.

**ATTACHMENT A**  
***Lamoureux & Dickinson Consulting Engineers, Inc.***  
***Resumes***

## EDUCATION

University of California,  
Berkeley  
B.S. Soil Science, 1989

## AREAS OF EXPERTISE

- Soil Assessment
- Wetland Delineation and Functional Evaluation
- Wastewater and Stormwater Treatment Design
- Groundwater Hydrology
- Visual Simulations

## TRAINING/CERTIFICATIONS

- Certified Professional Soil Scientist (ARCPACS)
- Vermont Licensed Designer, Class B
- Wetland Delineator Certificate of Training
- OSHA 40-hour Hazardous Waste Operations and Emergency Response Training

# Brian Tremback, CPSS

Project Role: Soil Scientist

Mr. Tremback is a Certified Professional Soil Scientist, Wetland Scientist, Licensed Designer and Project Manager with Lamoureux & Dickinson. He has managed a wide range of projects including soil assessments, wetland evaluations, wastewater and stormwater treatment design, environmental assessments, stream restoration, and visual simulations.

## Relevant Experience

### Site Evaluations for On-Site Wastewater Systems

- Soil testing
- Hydrologic capacity modeling
- System design
- Permitting
- Construction inspection

### Wetland Delineation, Evaluation, and Permitting

- Wetland delineation and functional evaluation
- State and Federal wetland permits
- Bike paths in Burlington, Essex, Williston, Colchester, Richford, and Newport.
- VTrans road and bridge improvement projects.
- Dozens of residential and commercial developments.

### Stormwater and Constructed Wetlands

- **Bartlett Bay Road Stormwater Treatment System**, So. Burlington, VT – Designed an awarded-winning constructed wetland for treating stormwater runoff from Shelburne Road.
- **Shaw's Supermarket**, Berlin, VT – Designed one of the first stormwater wetland systems in Vermont; permitting included a Federal Individual Permit and State wetlands permit.
- **Stonehedge Stormwater Assessment**, South Burlington, VT – Worked with the City and the homeowners associations to prepare recommendations for a stormwater treatment network.



## EDUCATION

University of Vermont  
B.S. Civil Engineering, 1983

## AREAS OF EXPERTISE

- Residential Land Development & Subdivisions
- Permitting
- Construction Engineering
- Water & Wastewater Distribution Design
- Commercial Site and Utilities Design
- Existing Infrastructure Evaluations

## EDUCATION/AFFILIATIONS

- B.S., Civil Engineering, University of Vermont 1983
- Registered Professional Engineer, VT
- Vermont Society of Engineers
- American Society of Civil Engineers

# Douglas Goulette, P.E.

Project Role: Engineer

Mr. Goulette has been a licensed professional engineer and project manager with Lamoureux & Dickinson (L&D), since it started in 1985. He has been responsible for coordinating teams involved in surveying, layout, design, analysis, and permitting of numerous projects for L&D.

His work includes project planning, preparation of design plans and construction details, assistance with permit applications, and follow-up to obtain local, state and federal permits and approvals. He has extensive experience with the design of both private and municipal sewer, water and stormwater distribution systems throughout Vermont.

Mr. Goulette also has extensive experience in providing construction engineering services including bid services, construction observation, contract management, review of shop drawings and material submittals, and processing change orders and pay requests.

## Relevant Experience

**Forest Glen, Georgia, VT** - PRD consisting of 19 single family homes and 23 multi-family units with community wastewater systems

**Cameron's Run, Milton, VT** - PRD consisting of 35 single family homes and 12 multi-family units with community wastewater systems

**DELCO Properties Site, Colchester, VT** - PRD consisting of 18 multi-family congregate housing units with on-site community wastewater system

**Derby Mobile Home Park, Derby, VT** - Designed 10,000' of gravity sewer, 3,000' of forcemain, and a pump station.

**Painesville Manor, - Essex, VT**- Preliminary design of 3.5 miles of new sewer, services, and road reconstruction

**White Street Water Main Replacement, South Burlington, VT** - Final design, bid documents, and construction engineering for over 4,500' of water main and services replacement along White Street.



**ATTACHMENT B**  
***Lamoureux & Dickinson Consulting Engineers, Inc.***  
***Certificate of Liability Insurance***



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Mandy Adams
Essex Agency, Inc.	PHONE (A/C, No, Ext): (802) 878-5334
Railroad Street	FAX (A/C, No): (802) 878-0852
O. Box 239	E-MAIL ADDRESS: mandy@essexagency.com
Essex Junction VT 05452-0239	INSURER(S) AFFORDING COVERAGE
	INSURER A MSA Assurance
	INSURER B NGM Insurance Company
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

INSURED	CERTIFICATE NUMBER: 15-16 Master	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			BPX6036N	6/1/2015	6/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 AISPO \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			B1K6036N	6/1/2015	6/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ HNTL \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			CUK6036N	6/1/2015	6/1/2016	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	WCK6036N	6/1/2015	6/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Town of Underhill c/o Brian Bigelow, Town Administrator PO Box 120 Underhill, VT 05489	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mandy Adams/MADAMS <i>Mandy R. Adams</i>