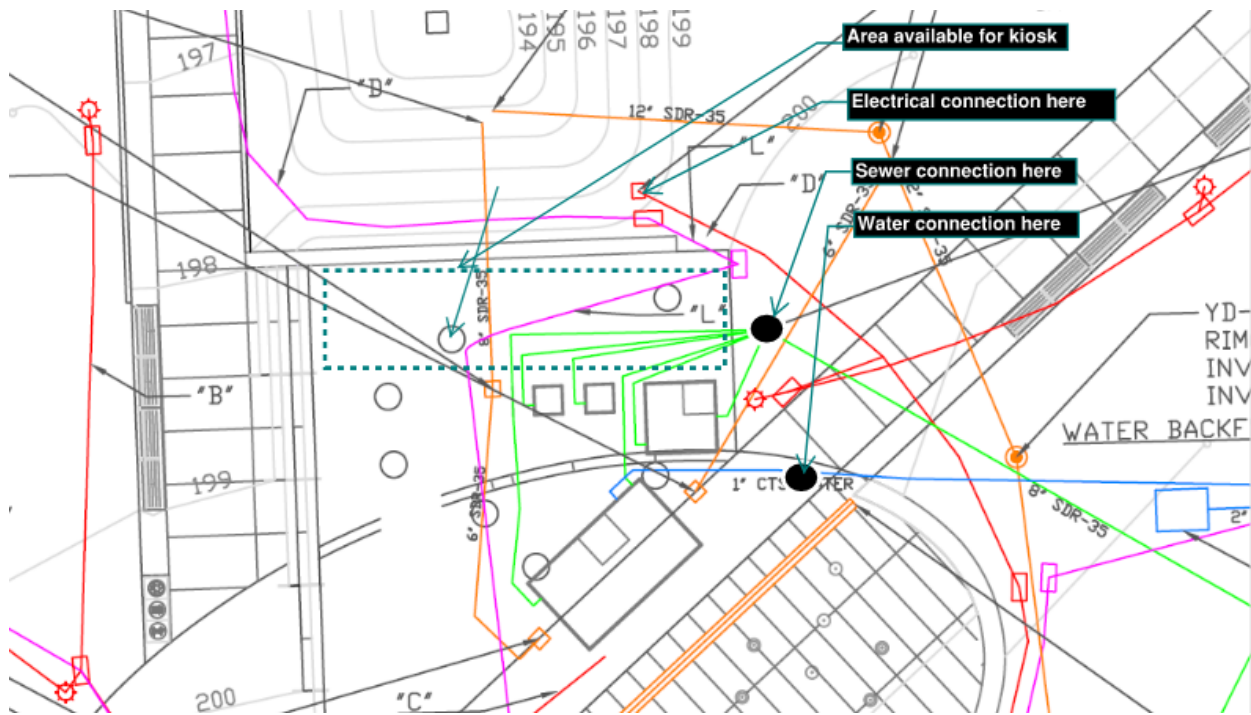


September 12, 2023

To: Samantha Dunn sdunn@burlingtonvt.gov
CEDO Assistant Director for community Works

RE: Burlington City Hall Kiosk
Civil Engineering & Permitting Scope of Services

Thank you for giving Engineering Ventures (EV) the opportunity to provide this proposal for civil engineering and permitting services related to the proposed Burlington City Hall Kiosk. This proposal is based on the August 28, 2023 RFP, our email correspondence and our familiarity with the site and Burlington and Vermont regulations. The proposed kiosk, to be designed by others, will provide information on net zero energy education, upcoming events and information on ho to access resources and services. The kiosk will also accommodate food, beverage and retail services and will be connected to water, wastewater and electrical infrastructure, conceptually as shown on the record utility plan below.



Burlington City Hall Park utility record plan

Project Scope Understanding and Approach:

The civil engineering and permitting scope include:

1. Kick off meeting and site visit with stakeholders from City of Burlington to review and confirm project scope and goals.
2. Survey existing area around kiosk if required.

3. Coordination with BED to bring power service to the kiosk.
4. Coordination with BDPW Water Resources Department for water and sewer service to kiosk and ensure that the project is in conformance with city standards and expectations.
5. Coordination with the City Department that will operate the kiosk water utilities.
6. Design the water and sewer connections, including determining flows for the proposed uses and confirmation of existing water and sewer line and existing water meter capacity.
7. Coordination with ANR Regional Wastewater Engineer and completion of ANR WW permit application for the new kiosk and water and sewer lines.
8. Care will be taken to minimize impact to existing park infrastructure, sidewalks, walls, and the nearby water play fountain. Impacted infrastructure will be specified to be replaced in kind. Note that structural design of the kiosk and foundation can be provided as an additional service.
9. Provide bid and construction documents and technical specifications to the City of Burlington.
10. Assist the City of Burlington during the bidding and bid review process.
11. Provide standard construction administrative services including RFI and Submittal review, meetings and site visits (4 anticipated) to review compliance of work with project plans, specifications and permits and provide a punch list.
12. Provide record drawings based on dimensions provided by project contractor.

EV project team and qualifications

The project team for Engineering Ventures will be Kevin Worden, PE, who will be the project manager and primary point of contact and Julia Ginorio, PE, who will be the project engineer and perform design and permitting services. Kevin and Julia are both actively involved City of Burlington residents.

EV staff have worked on many similar projects including the lower Church Street reconstruction, the City Hall Park time capsule sculpture, the renovation of the Firehouse BCA gallery, City Hall steps and fountain renovation, Burlington Waterfront north and south projects including the boathouse, bathroom kiosk, skatepark, sailing center, Moran FRAME and many others around the state and region.

Tax information as requested:

EIN # 03 034 3328

DUNS #879478592

Project Budget and Schedule:

The project substantial completion target is understood to be this year or early spring 2024. Depending on when the project work is authorized to proceed and duration of programming, the resulting permitting and bidding process may push the start of construction into the late fall or early winter. At that point, it likely makes sense to perform the work during the spring to avoid winter construction additional costs.

Civil Engineering and Permitting fees will be billed on a *lump sum* basis.

Tasks	Schedule	Fee
Survey (by sub-consultant if required)	2 weeks	\$1,500
Coordination and Civil engineering	1 month	\$3,000
City of Burlington Site Plan permit application	1 month	\$1,500
Vermont ANR Wastewater permit application	2 months	\$2,000
Construction Documentation and Bidding Phase	3 months	\$2,000
Construction Administration, Inspection and Project Closeout	8 months	\$4,000
Total		\$14,000

Permitting services for Burlington and Vermont State permits and will include compilation of permit application documents and plans, coordinating with state permit regulators, and revising materials as required. Information from the owner and other design team consultants will be required to complete application materials. Customary reimbursable expenses will be billed at cost plus 10% in addition to the fees listed above. We estimate these expenses to be \$500. These fees are based on our understanding of the scope, schedule, and scale of this project as noted above. If any of these three project characteristics change substantially, we reserve the right to revisit this proposal.

Civil Engineering and Permitting Assumptions and Excluded Services:

The following additional services are not included in the above Scope of Work. These items are assumed to be provided by others or could be provided by EV for additional fees:

- Excavation of test pits;
- Offsite utility improvements, Site power and communications systems;
- Fire supply storage and distribution system design;
- Environmental Site Assessments;
- Landscape architecture;
- Permit application fees, Preparation of applications for permits not identified above;
- Material testing during construction;
- Construction Cost Estimating;

Thank you again for considering EV for this project and please let us know if you require any additional information or clarification.

Sincerely,
ENGINEERING VENTURES, PC



Kevin Worden, PE
Vice President



208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • Tel: 802-863-6225 • Fax: 802-863-6306
85 Mechanic Street, Suite E2-3, Lebanon, NH 03766 • Tel: 603-442-9333 • Fax: 603-442-9331
414 Union Street, Schenectady, NY 12305 • Tel: 518-205-9141

Engineering Ventures, PC (EV) is an experienced structural and civil consulting engineering firm with offices in Burlington, VT, Lebanon, NH, and Schenectady, NY. Our team of qualified professionals and technicians provide a broad range of services to meet the needs of our private and public clients in the northeastern US and beyond.

We strive to create sustainably built environments for our communities. This means implementing environmentally friendly design practices and pursuing projects that nurture the public. We pride ourselves on recognizing community needs and enabling stakeholders to achieve their vision.

Civil Engineering and Permitting

Engineering Ventures civil team collaborates with clients to understand and fit the project goals to each unique site. We specialize in campus projects, infill development and challenging sites and combine traditional engineering practices with innovative technologies and creative solutions. Site designs focus on long term sustainable solutions with consideration for health, safety, and the well-being of our shared environment. EV staff foster long-term working relationships with clients and regulators to facilitate timely and predictable permit processes for each project. Experienced EV staff provide quality control in developing construction documents and construction phase services.



Community Development & Revitalization

Our firm is committed to projects that help revitalize our communities. We understand the value of creating prosperous cornerstones and find inspiration and satisfaction in projects that enable community and economic development. From designing affordable housing units to revitalizing commercial downtown areas, we are eager to help bring our client's visions to fruition.



Municipal and State

The relationships between our company and our local municipalities have grown throughout our 28 years in business. We were the civil and structural engineering team for the Waterbury State Office Complex restoration and redesign, the largest municipal project in Vermont history. Our structural team assisted with the rehabilitation of the Vermont Statehouse dome, ensuring that the construction wouldn't damage the historical structure.





KEVIN P. WORDEN, P.E., LEED AP

Vice President

Kevin Worden, Vice President, is a graduate of Worcester Polytechnic Institute, with Bachelor of Science degrees in both Civil Engineering and Humanities. He was named the 2001 Vermont Young Engineer of the Year. Kevin is a LEED and Sustainability Specialist at Engineering Ventures, contributing more than 20 years of experience in permitting, civil and structural engineering design. He takes a holistic and innovative approach to projects, grounded in the fundamentals of engineering. Fostering long lasting connections through project collaboration is important to Kevin.

Some of Kevin's recent projects with innovative stormwater systems include Burlington Co-housing (Centennial Brook Watershed), the Champlain College Stormwater Master Plan and the Dartmouth College Class of 1978 Life Science Center which will store and reuse roof water.

Education

University of Vermont –
*Professional Certificate in
Leadership & Management*
Worcester Polytechnic Institute
*Bachelor of Science in
Humanities*
*Bachelor of Science in Civil
Engineering*

Professional Registrations

Vermont
New Hampshire

Professional Societies

American Society of Civil
Engineers (ASCE) – Past Vice
President, Treasurer
Tau Beta Pi – National
Engineering Society
Chi Epsilon – National Civil
Engineering Society

Relevant Project Experience

- Church Street lower block, Burlington VT
- Burlington Waterfront, Burlington VT
- City Center Park, South Burlington VT
- Town Library, Brandon, VT
- Town Hall and Library, Lee, NH
- Pierson Library, Shelburne, VT
- Library & Community Center, South Burlington, VT
- Woolen Mill, Lebanon, NH
- Park Street School, Springfield, VT
- Community Center Feasibility, Newport, NH



JULIA GINORIO, P.E.

Civil Staff Engineer

Julia joined EV in December of 2018 after working as a project engineer in the construction industry. Her prior experience includes writing technical submittals, preparing permit applications, and managing client relationships.

She worked for the Vermont Department of Environmental Conservation as a hydrology intern analyzing rainfall and streamflow data to determine effective impervious area using RStudio. Julia also worked as a lab technician using GIS to digitize imagery and LIDAR data into land cover types for stormwater and arable land mapping.

Now, working for Engineering Ventures at the Burlington, Vermont location, she performs a variety of civil site designs for commercial and residential projects of all sizes.

Education

University of Vermont –
*Bachelor of Science in
Environmental Engineering*

Professional Registrations

Vermont

Relevant Project Experience

- Community Sailing Center, Burlington, VT
- Groton Nature Center, Groton State Park, VT
- Mount Philo State Park, Charlotte, VT
- Lyman Falls State Park, Bloomfield, VT
- Moran Frame Phase I, Burlington, VT
- Burr & Burton Academy Site Redesign, Manchester, VT
- Burton Campus Stormwater Masterplan, Burlington, VT



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Billing (per hour)

Officer/Principal	\$135 – 175
Senior Project Manager/Engineer	\$125 – 160
Project Engineer/Managers	\$125 – 135
Staff Engineers	\$85 – 110
Engineering Technicians/Designers	\$105 – 125
Administrative	\$65 – 100

Billing rates on projects often average about \$100/hour

Mileage

@ current IRS mileage rate

Prints/Copies

8X11	0.35
11X17	0.65
18X24	2.00
22X34	2.75
24X36	3.50
36X48	6.60
30X42	5.00

Customary indirect reimbursable expenses billed at cost plus 10%, in addition to the hourly fee.