Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, February 2, 2026
Regular Meeting– 6:00 PM
100 Old School Street, South Londonderry, VT 05155

1. Call Regular Meeting to Order
2. Executive Session 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting. (John Hurd 6 month review)
3. Additions or Deletions to the Agenda [1 V.S.A. 312(d)(3)(A)]
4. Minutes Approval – Meeting(s) of 01/20/2026
5. Selectboard Pay Orders
6. Announcements/Correspondence
7. Visitors and Concerned Citizens
    a. Donna Korpi
        i. Winter Road Maintenance concerns
    b. Heather Stephenson
        i. Selectboard Diversity Concern
8. Roads and Bridges
    a. Updates
9. Town Officials Business
10. Transfer Station/Solid Waste Management
    a. Updates
11. Old Business
12. New Business
    a. Review and Approve Spring Hill Culvert Inspection Services Bid
    b. Review and Approve Pingree Park Tree Removal Bid
    c. Approve 2/17/2026 Selectboard Meeting change
13. Adjourn

Posted and distributed on January 30, 2026

Meeting documents will be available at http://www.londonderryvt.org/town/agendasminutes/ approximately 24 hours before the meeting.

Live video of meetings available at: *https://www.youtube.com/user/GNATaccess*
https://www.facebook.com/GNATtelevision

Town of Londonderry, Vermont

Selectboard Meeting Agenda

Monday, February 2, 2026

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DRAFT
Town of Londonderry, Vermont
Selectboard

Meeting Minutes
Tuesday, January 20, 2026
Special Meeting - 6:00 PM
100 Old School Street, South Londonderry, VT 05155

Board members present: Tom Cavanagh, Martha Dale, and Taylor Prouty.

Board members absent: James Ameden and Jim Fleming.

Town Officials: Aileen Tulloch, Town Administrator; Sally Hespe, Selectboard Minute Taker; Tina Labeau, Town Treasurer; Alison Marino, Town Clerk; Josh Dryden, Road Foreman; Liam Elio, Mountain Towns Recreation Director; Helen Hamman, Conservation Committee; Andrew Phinney, Road Crew; and Andy Dahlstrom, Short Term Rental Administrator.

Others in Attendance: Pam Spaulding; Paul Hendler; Karen Geraghty, KG Consulting; and Amanda Fouda, GNAT-TV.

1. Call Regular Meeting to Order

Tom Cavanagh called the meeting to order at 6:00 p.m.

2. Executive Session 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting. (Andrew Phinney 6-month review).

> *Taylor Prouty* ***moved that the Board enter Executive Session per 1 V.S.A. § 313 (a)(3) The appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting, and invite Andrew Phinney and the Town Administrator to join the session,*** *seconded by Martha Dale.. The* ***motion passed*** *unanimously.*

Entered Executive Session at 6:01p.m.
Came out of Executive Session at 6:20p.m.

Chair Tom Cavanagh called the regular Selectboard meeting to order at 6:10 p.m.

3. Additions or Deletions to the Agenda [1 VSA 312(d)(3)(A)]

It was noted that there is a typo throughout the agenda and the correct date for the last Selectboard Meeting is 01/05/2026.

4. Minutes Approval – Meeting(s) of 01/05/2026

> *Martha Dale* ***moved to approve the minutes of the Selectboard meeting of 01/05/2026, seconded by Tom Cavanagh****. The* ***motion passed*** *unanimously.*

5. Selectboard Pay Orders

Taylor Prouty ***moved to approve the pay orders for payroll and accounts payable****, seconded by Martha Dale. The* ***motion passed*** *unanimously.*

6. Announcements/Correspondence

The following announcements were made by Town Administrator Aileen Tulloch:

- The Windham County Annual Meeting is on 1/28/26 at 4 p.m. Aileen has been the only person in attendance for the last 4 years and is looking for others to attend as well that day. The meeting is an opportunity for the public to weigh in on the Windham County budget. Anyone interested can contact the County Clerk at **Countyclerk@windhamcountyvt.gov**.
- Trees on the Prouty land were removed for the Wastewater Project, but not those on Route 100. This will probably occur later in the week, and the end of Crescent Street will need to be closed. Tom Cavanagh will post this information on the Londonderry FB Forum.
- Bids for inspection service for the Spring Hill culvert project have been received, and Josh Dryden, Aileen Tulloch, and Matt Bachler will review and provide a recommendation at the next meeting. RFP for construction of the project will go out this week.
- Tulloch will be on vacation Friday 1/23/26.

The following correspondence can be found in the meeting packet:

- A resignation from Jen Greenfield, Chair of the Planning Commission. Martha Dale asked if there were other reasons for the resignation than given in the letter, and the board cited Jen's recent comments to the Selectboard regarding heavy workload for volunteers. The acting Chair is Brent Bammarito and Tulloch is monitoring the Planning Commission email.
- FYI one special event permit.
- Email from Vermont Department of Environmental Conservation about PFAS Hazard Index.
- Letter of thanks from The Collaborative for appropriation.

The following announcements by the Town Clerk were made:

- Dog license reminders went out to owners to register by April 1 deadline.

7. Visitors and Concerned Citizens

None.

8. Roads and Bridges

a. Updates

Josh Dryden gave the following updates:

- Culvert replacement list is in order with Little Pond Road next. Department hopes to use the old Spring Hill culvert if size meets requirements.
- Planning to pave the apron in front of building to make cleanup easier and save salt.

- Some equipment is broken and will be repaired.
- New truck will be on its way to Maine in the next few weeks.

b. Review and Approve Certificate of Highway Mileage

This is required every year and provides total mileage of all the highways in town.

*Martha Dale **moved to approve the Certificate of Highway Mileage for 2026**, seconded by Taylor Prouty. The **motion passed** unanimously.*

9. Town Officials Business

a. Town Staff – Open Meeting Law Responsibility

The issue of late and improperly warned meetings remains unresolved, with two recent meetings not properly warned and agendas often arriving after hours or during holidays when staff are unavailable. Staff expressed the difficulties with posting agendas and sought guidance on how to proceed.

Martha Dale noted that oversight would still be necessary to ensure timely submissions. Aileen Tulloch reiterated that under state law, it is the responsibility of committee, not staff, to comply with Open Meeting Law. Taylor Prouty questioned whether staff could post agendas if they were all delivered during normal business hours, but staff pointed out that timing errors persist and the required 48-hour warning period is difficult to meet due to the time needed for agendas to pass through the Town Clerk's office. Tulloch added that posting agendas places a greater responsibility on committee chairs but also offers them more freedom.

Committees need to improve their own processes, with the discussion emphasizing that compliance should be guided not only by state requirements but also by what works best for the Town's operations. Since requirements are not currently being met, the suggestion was made to create a checklist of posting requirements. If staff are to post agendas, clear requirements must be established, and if those requirements are not met, responsibility should revert back to the committee.

The possibility of losing volunteers due to these challenges was raised. Liam Elio asked about the town's written policy and suggested volunteer onboarding materials outline what is required of committees. Written instructions and a checklist will be created to ensure consistency and ensure everyone is aware of the rules. This new process will be disseminated to committees by the Selectboard, not staff.

b. Short Term Rental Administrator

i. Short Term Rental Committee

Andy Dahlstrom reported that the Short Term Rental working group is now up and running, and the first meeting was held today. The group is currently conducting its annual review of the ordinance and related language. The committee, which includes new members from the Housing Commission, encourages additional community members to attend

meetings and offer suggestions. Meetings will be scheduled for one hour prior to regular Selectboard meetings.

c. Conservation Committee

i. Regional Watershed Task Force

Helen Hamman reported that, following the resilience project, it was determined that the town would form a regional task force to collaborate with neighboring towns on projects recommended by state agencies, including those suggested by the FEMA representative. Hamman requested that the Selectboard send notes to the Weston and Landgrove Selectboards and appoint several people to establish this task force, which would work jointly on multiple projects and coordinate with the Windham Regional Commission to address challenges in the West River basin. Martha Dale noted that a variety of interested parties and partners had been identified, and Hamman explained that the task force would be responsible for determining which partners to engage and which recommendations to pursue, starting with the most feasible projects. The initial step is to formally establish the task force, possibly by developing a charge before reaching out to other boards. Tom Cavanagh will contact the other boards, and this topic will be included on the agenda for the next meeting.

d. Town Hall Renovation Committee

i. Funding conversation

Liam Elio, representing the Town Hall Renovation Committee, reported on meetings with Windham Regional aimed at utilizing all remaining MERP funds for the Town Hall renovation and any leftover funds from the Town Office project. Bids have been received for basement work, and requests for proposals have been issued for wall, attic, and window restoration. There are also smaller projects that do not fall under MERP but will need to be completed alongside MERP-funded work. The committee hopes to be ready to begin by the start of the fiscal year on July 1, with a tentative goal to have projects underway by September and finished by the end of the calendar year.

It was noted that the building reserve fund is currently negative for the year. While the typical annual request is $100,000, the budget request is $200,000 for the upcoming fiscal year. The Selectboard indicated that the Town Hall renovation project could count on an estimated $150,000 of the reserve fund, leaving $50,000 available for other issues.

10. Transfer Station/Solid Waste Management

a. Updates

The vending machine will be fixed shortly.

11. Old Business

a. Review and Approve FY 2027 Budget.

This was done at the last Selectboard meeting.

b. Review and Adopt Town Meeting Warning

Appropriations have been finalized in the town meeting warning, totaling $37,000. Increases were requested by Senior Solutions, SEVCA, Neighborhood Connections, Grace Cottage, My Community Nurse, and The Collaborative. A few organizations will plan to petition for appropriations next year.

Martha Dale ***moved to adopt the 2026 Town Meeting Warning****, seconded by Taylor Prouty. The* ***motion passed*** *unanimously.*

c. Ratify South Village Waste Water Tree Removal Bid decision of 1/6/26

Taylor Prouty ***moved to ratify the 1/05/26 decision to accept the proposal from Hunter Excavating to provide services relating to Tree Removal for the South Village Wastewater project estimated to cost $6,008 and 2) authorize the Town Administrator to execute any documents necessary for the hiring of the contractor to conduct the necessary work****, seconded by Martha Dale. The* ***motion passed*** *unanimously.*

d. Ratify Selectboard Schedule decision of 1/5/26

Martha Dale ***moved to ratify the 1/05/26 decision to change the date of our next meeting from 1/19 to 1/20 at the Town Offices due to the Martin Luther King holiday****, seconded by Taylor Prouty. The* ***motion passed*** *unanimously.*

e. Review and Approve Salt Shed Repair Proposal

Martha Dale ***moved to Approve the proposal by Hunter Excavation to enclose the Salt Shed in for an amount not to exceed $9,126.16 and to authorize the Town Administrator to execute any and all documents necessary for the hiring of the contractor to complete the necessary work****, seconded by Taylor Prouty. The* ***motion passed*** *unanimously.*

12. New Business

a. Approve pursuit of grant funding (EDA and Northern Borders)

Karen Geraghty of KG Consulting, who assisted with CBDG grant applications, expressed disappointment that the town did not receive funding from disaster awards, but noted that most awards were allocated to housing development projects rather than direct, shovel-ready initiatives. This outcome was not unexpected, as the funding originated from HUD, but additional funding opportunities are anticipated.

The Northern Borders application period begins in a week, with eligibility for up to $1 million for wastewater management projects, making Londonderry Phase 2 a strong candidate. The grant fits all eligibility criteria, and it was suggested that the town proceed with the application, which is limited to 60 counties in Maine, New Hampshire, New York, and Vermont. The Economic Development Administration also offers grants ranging from $2 million to $20 million, however, this program is more competitive on a national scale and accepts rolling admissions. The town may also consider pursuing a municipal planning grant in the future. Martha Dale discussed the potential for state and federal endorsements. Tulloch was encouraged to reach out to contacts, with Becca Balein identified as knowledgeable in this area. Although Londonderry is not currently on the regional or state priority lists for funding, obtaining a letter of support would be helpful.

Martha Dale ***moved to authorize the Town Administrator to pursue grant funding from the US Economic Development Administration (EDA) and/or the Norther Border Regional Commission (NBRC) for priority projects for the Town of Londonderry, including but not limited to culvert upgrades, bridge replacements and wastewater infrastructure****, seconded by Taylor Prouty. The* ***motion passed*** *unanimously.*

b. Review and Approve Pingree Park Tree Removal Bid

Removed from agenda.

c. Approve Facilities Use Request for Green Mountain Gardeners

Martha Dale ***moved to authorize the use of the Town Office for a meeting of the Green Mountain Gardeners on February 9, 2026 and to authorize the Town Administrator to sign the facility use agreement on behalf of the Town****, seconded by Taylor Prouty. The* ***motion passed*** *unanimously.*

d. Review and Approve North and South Loan Applications for Village Wastewater

Now is the time to approve; construction will start as soon as last easements are received. Jim Hendler asked if amounts matched those voted on at last year's Town Meeting, and staff confirmed they were.

Martha Dale ***moved move to approve the State Revolving Loan Program Funding Application for the North Village Community Wastewater System in the amount of $282,000 and to authorize the Town Administrator toexecute any and all documents necessary to secure the loan. Taylor***

Martha Dale moved to approve the State Revolving Loan Program Funding Application for the South Village Community Wastewater System in the amount of $515,700 and to authorize the Town Administrator to execute any and all documents necessary to secure the loan.*, seconded by Taylor. The* ***motion passed*** *unanimously.*

13. Adjourn

*Taylor Prouty **moved to adjourn the meeting**, seconded by Tom Cavanagh. The **motion passed** unanimously.*

The meeting adjourned at 7:42 PM.

Respectfully Submitted,

Sally Hespe, Town Minute Taker

Approved

LONDONDERRY SELECTBOARD

_____

Chair, Tom Cavanagh

Outlook

Select Board Londonderry Future

From heather stephenson <hi4heather@gmail.com>
Date Thu 1/22/2026 11:32 AM
To Martha Dale <m.dale@londonderryvt.org>; Tom Cavanagh <T.CAVANAGH@londonderryvt.org>
Cc Aileen Tulloch <townadmin@londonderryvt.org>; Allison Marino <TOWNCLERK@londonderryvt.org>

Hi,

I am just contacting you to express concern about the current lack of diversity on the Select Board. How does the Board plan to address this proactively as upcoming seats open?

At present, the Board appears to be composed entirely of middle-aged white men who have lived in Londonderry their entire lives. While long-term community knowledge is valuable, this narrow representation does not reflect the full range of residents and perspectives in our town today. The concern is not with the individuals serving, but whether the current makeup unintentionally limits who feels invited, represented, or empowered to participate, particularly women, who may not be represented on the Board at all without Martha. This is a big concern for me personally. Melissa left, and her reasoning was very concerning ethically. Martha, I know you will not consider another term, even if nominated. I hope it is not because of the culture of this board, and if it is, I hope you will be transparent about this.

Londonderry & Vermont Declaration of Inclusion

Data supports that diverse boards make more informed, balanced decisions and foster greater trust and engagement across the community.

With open seats anticipated, I would appreciate learning **what steps the Select Board plans to take to encourage a broader range of candidates,** reach residents who may not traditionally see themselves reflected in local leadership, and ensure future boards better represent the community they serve.

I look forward to your response. Please add this question to your agenda and communicate about this in a future meeting. Thank you.

Best,
Heather

WINDHAM REGIONAL COMMISSION

To: Londonderry Selectboard

From: Matt Bachler, Municipal Project Manager

Date: January 30, 2026

RE: Recommendation for Construction Inspection Services for Spring Hill Road Culvert Project

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Background

The Town of Londonderry will be replacing the existing culvert on Spring Hill Road (TH #41) at Eddy Brook with a new 20-foot box culvert during the 2026 construction season. The project is being developed through the Municipal Assistance Section of VTrans. One requirement of locally managed Federal Aid projects is that the town provide the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. The Town issued an RFP on December 16, 2025 requesting qualified consultants submit proposals to provide these construction inspection services. The Town received proposals from GPI and MSK Engineers prior to the submission deadline. For reference, the RFP and the technical proposals from GPI and MSK are provided as an attachment.

The technical proposals were reviewed and ranked by the Town Administrator, Aileen Tulloch, and the Municipal Project Manager, Matt Bachler (Windham Regional Commission). The table below provides a summary of the evaluation:

Firm	Reviewer #1	Reviewer #2	Total
GPI	91	97	188
MSK Engineers	79	88	167

After the technical proposals were discussed and ranked, the cost proposals were opened and reviewed for consistency with the evaluation of the technical proposals. The Town is using a qualifications based selection procurement process and under federal law, cost *cannot* be considered as a primary criteria in the selection process. The table below provides a summary of the cost proposals:

Firm	Total Estimated Cost
GPI	$51,460
MSK Engineers	$44,000

Recommendation

Based on the review of the technical proposals, it is recommended that the Selectboard enter into a contract with GPI to perform construction inspection services as outlined in the RFP for the Spring Hill Road culvert replacement project.

Londonderry Spring Hill Road Culvert Replacement Project
Request for Proposals – Construction Inspection Services
VTrans Town Highways Structures Grant #BC2084 and Transportation Alternatives Program Grant TA 23(23)
Town of Londonderry, Vermont

Date Issued: December 16, 2025 **Date Due: January 16, 2026 at 4:00 p.m.**

Contact: Matt Bachler, Municipal Project Manager (Windham Regional Commission), #802-257-4547 ext. 112, mbachler@windhamregional.org. All questions related to this request for proposal shall be addressed to this individual no later than January 7, 2026 at 4:00 p.m.

I. INTRODUCTION

The Town of Londonderry, Vermont, herein after referred to as the Municipality, is soliciting Construction Inspection Services for the above referenced project. Construction includes, but is not limited to, the following: replacement of an existing 72-inch culvert on Spring Hill Road (TH #41) at Eddy Brook with a new 20-foot box culvert and all related site work.

The project is managed locally by Matt Bachler, Municipal Project Manager (MPM). The owner of the project is the Town of Londonderry and the ultimate authority for the construction inspection services consultant during the project rests with the Town of Londonderry Selectboard, through its Town Administrator and Municipal Project Manager. The Municipality has also contracted with Hoyle Tanner (Design Engineer) to provide engineering support during the construction phase.

The project is being developed through the Municipal Assistance Section (MAS) of the Vermont Agency of Transportation (VTrans). One requirement of locally managed Federal Aid projects is that the municipality provide the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. This RFP seeks to hire a consultant that can provide these services to the Town of Londonderry.

Questions related to the MAS project development process can be answered by the VTrans Project Manager: Derek Kenison, Municipal Assistance Section, #802-595-4316, Derek.Kenison@vermont.gov.

Final plans and documents for the project are available via email by contacting Matt Bachler as outlined above. The selected Construction Inspection individual or firm will be provided a copy of the Contract Documents and the Construction Plans at no charge.

An addendum answering any substantive questions will be emailed to all those who requested a copy of this RFP, as well as via a link in the original advertisement found on Vermont Business Registry and Bid System, by Friday, January 9, 2026.

All Work will be accomplished in accordance with the following:

- Current MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website https://vtrans.vermont.gov/highway/local-projects).
- Specifications for Contractor Services (found on the VTrans MAS website).
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Quality Assurance Program and the VTrans Materials Sampling Manual
- VTrans Approved Products List
- VTrans List of Materials with Advance Certification
- Manual on Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2024
- Project Special Provisions
- VTrans Work Zone Safety & Mobility Policy and Guidance document

It is anticipated that the project will be advertised for bids in late January 2026. The award of construction contract is anticipated within six weeks of advertisement. The construction is scheduled to be completed by November 30, 2026.

II. SCOPE OF WORK

The consultant hired to perform these services should be qualified to perform a variety of inspection, record keeping, and construction engineering activities including, but not limited to:

Task 1: Administration

1. Act as the primary contact person representing the Town of Londonderry on the project. The consultant will be responsible for contacting the Design Engineer, the MPM, and the VTrans MAS Representative to resolve any design related issues that may arise during construction.

2. Maintain communication with the MPM on a regular basis.

3. Coordinate with the Municipality, Design Engineer, VTrans, and the Construction Contractor(s).

4. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.

5. Attendance at a pre-bid conference at the Municipality's request, if applicable. Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job-related meetings.

6. Make sure contractor contacts Dig-Safe.

7. Preparation of Daily Reports, including documentation of pay item quantities.

8. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the MPM, Design Engineer, State or Federal representatives, and Municipal representatives.

9. Accompany the MPM, Design Engineer, State or Federal representatives and Municipal representatives on visits to the project.

10. Participate once every two weeks in regularly scheduled Construction Status meetings with the Contractor, MPM, Design Engineer, State or Federal representatives and Municipal representatives.

11. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM, Design Engineer, and Municipal representatives.

12. Calculation and verification of the final contract quantities.

13. Review and submit to the Municipality, or the Design Engineer if required by the Municipality, any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents. Review and prepare any change orders required for the project, including coordination with the contractor, municipality and design consultant if needed. Change orders will include the preparation of an independent cost analysis for items of work that were not included in the original contract unit prices.

14. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.

15. Prepare a Contractors progress payment estimate on a bi-weekly basis.

16. Issue a Certificate of Substantial Completion at the appropriate time.

17. Provide certification to the Municipality and VTrans that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

Task 2: Construction Inspection

1. Maintain a presence on the project during times when contractor and subcontractor activities are underway.

2. Check that the contractor complies with all construction contract requirements, Town of Londonderry permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.

3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section.

4. Tracking of any utility relocation and plotting of final facility locations on the final as-built plans.

5. Erosion control monitoring in accordance with applicable permits.

6. Review and verify traffic control activities.

7. Development of final as-built plans by marking up a set of contract plans.

8. Check that completed work complies with the plans and specifications and is true to line and grade.

9. Wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.

10. Provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.

11. Inspect work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.

12. Be familiar with the most recent edition of the Work Zone Safety & Mobility Policy and Guidance document.

13. Discuss final Traffic Management Plan (TMP) checklist and any final detailed TMP components at the pre-construction conference.

14. Be responsible for verifying that traffic control devices and measures are in place and consistent with the TMP checklist, special provisions, temporary traffic control (TTC) plan along with documenting any routine reviews in the Daily Work Report (DWR).

15. Coordinate on-site Work Zone Safety and Mobility reviews periodically throughout the project. Any modifications agreed to during any coordinated on-site review shall be documented by the RE/CI in the Daily Work Report.

16. At project completion, complete a project Work Zone Safety and Mobility review using the Closeout Report and submit this report to the municipality and VTrans.

**Please note that a field office will not be provided for this project.*

Task 3: Materials and Equipment Inspection and Testing

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation; ensuring that the independent laboratory is performing preliminary process control tests on material samples in accordance with Inspection Level 2 of VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) to ensure continued quality in the work. Review the test reports and certificates and forward to the MPM for decision on acceptability.

2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.

3. Record materials certifications in accordance with VTrans procedures.

4. The selected Construction Inspection Consultant is responsible for the required acceptance testing by an independent qualified laboratory. This includes hiring an independent qualified laboratory. List of qualified labs can be found at https://vtrans.vermont.gov/highway/construct-material/test-cert.

Task 4: Ensure that the contractor is in compliance with EEO/Contractor and Labor Compliance requirements on FHWA funded projects

1. This will include review of certified payrolls, conducting interviews with a sampling of contractor/sub-contractor employees, collecting information regarding conformance with prompt pay requirements, coordinating with the VTrans Civil Rights section as necessary, and following up with contractors regarding any corrective actions.

2. Information on the Civil Rights requirements can be found at https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/CivilRights.aspx

III. RESPONSE FORMAT

Responses to this RFP shall consist of a Technical Proposal and a Cost Proposal being submitted electronically via email.

A. A technical proposal consisting of:

1. A cover letter expressing the consultant's interest in working with the Town of Londonderry including an identification of the principal individual(s) that will provide

oversight of the requested services.

2. A description of the general approach to be taken toward completion of the project and an explanation of any variances to the proposed scope of work as outlined in this RFP.

3. A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task and a summary of estimated labor hours by task.

4. A list of individuals that will be committed to this project and their professional qualifications including the names and qualifications of any sub-consultants. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the MPM prior to utilization or invoicing.

5. Describe experience with federally funded transportation construction projects and familiarity with VTrans Standard Specifications for Construction.

6. A proposed means of providing the equipment and supplies required to carry out the prescribed duties.

7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

8. The Technical proposal shall be clear and concise, not exceeding 25 pages in total length. A page constitutes a single side of an 8 ½ x 11-inche piece of paper. The proposal cover, cover letter, and resumes are excluded from the total page count.

B. A separate cost proposal consisting of:

1. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

IV. CONSULTANT SELECTION

The Selection Committee includes Aileen Tulloch, Town Administrator, Josh Dryden, Road Foreman, and Matt Bachler, Municipal Project Manager. The Selection Committee will make a recommendation to the MAS Project Manager and the Town Selectboard to award a contract.

The Selection Committee will review and evaluate all proposals based on the following criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding the Scope of Work	5	5	25
Knowledge of Project Area	2	5	10
Qualifications/Experience of Proposed Staff	5	5	25
Availability of Technical Resources	3	5	15
Reasonableness of Proposed Schedule	2	5	10
Proven Record of Successful Completion of Similar Projects	3	5	15
TOTAL			100

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The Selection Committee may elect to interview consultants prior to final selection. The Town of Londonderry reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel, they must submit a letter to the Municipality requesting approval of such a change. This change will also need to be approved by VTrans.

The committee will select the consultant on or about January 30, 2026 to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

V. SUBMISSIONS

Consultants interested in this project should submit their proposal to the contact name and address indicated above. Submit as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files. The Contact Person will provide confirmation via e-mail that they have received the submission.

VI. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street

Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: https: https://www.vtsosonline.com/online.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Londonderry Selectboard, 100 Old School Street, Londonderry, VT, 05155. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below:

1. The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.

2. Liability Insurance: Contractor shall maintain Commercial General Liability Insurance with a limit of not less than $1,000,000 per each occurrence and General Aggregate coverage of at least $2,000,000.

3. Automobile Liability Insurance: Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least $1,000,000.

4. Workers' Compensation: The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Spring Hill Road Culvert Replacement Project

Londonderry TAP TA 23(23); Technical Proposal: Construction Inspection Services
via email to mbachler@windhamregional.org

DUE 1.16.2026

TECHNICAL PROPOSAL

Submitted by:

GPI/Greenman-Pedersen, Inc.
Locations throughout Vermont and the North Country of New York

January 15, 2026

Mr. Matt Bachler, MPM
Town of Londonderry
100 Old School Street
Londonderry, Vermont 05155

Via Email: mbachler@windhamregional.org

Re: RFP for Construction Inspection Services, Spring Hill Road Culvert Replacement Project, Londonderry TAP TA 23(23)

Dear Mr. Bachler:

GPI is pleased to submit this Technical Proposal to the Town of Londonderry for providing construction inspection services for the **Spring Hill Road Culvert Replacement Project, Londonderry TAP TA 23(23).** GPI would be excited to be a part of this undertaking; we take great pride representing our clients and we will commit to providing you with outstanding professional service.

Our plan would be to assign Mr. Randy Merrill as the onsite Construction Inspector for this project. Mr. Merrill has over 40 years of experience as a Construction Inspector, Engineering Supervisor and Project Manager within the public infrastructure industry, including fulfilling inspection responsibilities on several municipal projects coordinated through the VTrans Municipal Assistance Section (MAS). Mr. Merrill will be supported by **Mr. Patrick (Pat) Travers, EIT** as GPI's Project Manager for this undertaking and **Mr. David Hoyne, PE**, who is GPI's Vice President for Vermont Operations. Collectively, these two gentlemen have 70+ years of experience in the industry, and Mr. Travers has managed over 30 construction inspection contracts on projects developed through VTrans MAS.

For the onsite and laboratory materials testing services that would be part of GPI's responsibilities, we will engage the services of S.W. Cole, Engineering, Inc. S.W. Cole is on the VTrans list of prequalified testing firms and has competently provided such services for us on many prior municipal infrastructure projects coordinated through VTrans MAS.

Of particular importance regarding this assignment, GPI is currently under contract with the Town of Windham to provide construction inspection and resident engineering services for a new box culvert scheduled for construction from June to August 2026. Two concurrent projects, only 11 miles apart, may yield significant efficiencies and savings to both Towns, due to the natural progression of the work. If the timing is aligned, one Construction Inspector could cover both projects, thereby reducing the billable inspection hours for both projects.

GPI is committed to delivering a quality project the Town of Londonderry will be proud of for years to come. Thank you for your consideration, and if you have any questions, please contact me directly.

Sincerely,
GPI/Greenman-Pedersen, Inc.

Pat Travers, EIT
Project Manager / Construction Inspection Supervisor
ptravers@gpinet.com (802) 782-3354

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Attachments

INTRODUCTION

In response to the Town of Londonderry's Request for Proposals (RFP), issued December 16, 2025, GPI/Greenman-Pedersen, Inc. is pleased to present this Technical Proposal for providing Construction Inspection and Testing Services for the Londonderry Spring Hill Road Culvert Replacement Project, TAP TA 23(23). As stated in the RFP, contractual responsibilities will generally involve oversight of the construction contractor's work, including on-site construction inspection and arranging for proper sampling and testing of construction materials incorporated into the project.

The proposed construction project involves the removal of an existing 72-inch corrugated metal pipe culvert and replacing it with a new 20-foot-wide by 8-foot-high by 55-foot-long precast concrete box culvert, complete with cutoff walls and wing walls, where Spring Hill Road crosses Eddy Brook. Other work will include channel excavation, replacement backfill, repaving the roadway, guardrails replacement, environmental protection measures, traffic control and other related items. The existing culvert will be salvaged for future use by the Town. The project is located about 1.7 miles west of where Spring Hill Road intersects with Vermont Route 100.

It is anticipated that the project will be advertised for bids in January of 2026. Construction is scheduled to be complete by November 30, 2026. The Town has appointed Matt Bachler, of the Windham Regional Commission, to serve as the Municipal Project Manager (MPM) for this project. The Town has also contracted with the Design Engineer, Hoyle Tanner, to provide engineering support during construction. The VTrans MAS Project Manager is Derek Kenison.

This project is being developed through the Municipal Assistance Section (MAS) of the Vermont Agency of Transportation (VTrans). Although the project is managed locally, the use of Federal and State funds requires that construction procedures and quality assurance follow pertinent Federal and State regulations as laid out in the MAS Guidebook for Locally Managed Projects. One requirement of the MAS is for the Town of Londonderry to provide the necessary oversight of the construction phase. This oversight includes construction inspection and the sampling/testing of construction materials. The Town, through its RFP, is seeking a qualified consultant to perform these services. The Construction Inspection Consultant will be on-site during all phases of construction and will be the primary contact representing the Town of Londonderry on the project.

All construction work performed on this project must be carried out in compliance with the 2024 edition of the Vermont Agency of Transportation (VTrans) Standard Specifications for Construction.

FIRM HISTORY AND EXPERIENCE

GPI/Greenman-Pedersen, Inc. is eager to support the Town of Londonderry through the construction phase of the Spring Hill Road Culvert Replacement Project, Londonderry TAP TA 23(23). Founded in 1966, GPI is an industry leader in providing a full range of quality construction management, inspection, testing, and support services for its client's infrastructure projects. The company is a multi-discipline firm with a proven

record of providing high quality services. GPI maintains a permanent staff of 1,800+ professionals specializing in construction engineering, inspection and project management for the transportation industry, the vertical building market, and local municipal infrastructure projects such as your proposed culvert replacement project.

GPI is distinguished to be on the VTrans roster of At-the-Ready firms qualified to provide construction inspection and project management services on VTrans funded projects and has successfully provided construction inspection services on several state and municipal construction efforts within Windham County.

GPI is also very active statewide and is currently providing a wide range of services to VTrans through our Construction Management Services retainer contract, and we have been working continuously with VTrans since 1996. GPI received the highest score of all the firms submitting proposals to VTrans for the current 3-year retainer contract. Over the past 28 years, we have grown with the Agency, and the services GPI provides have expanded considerably. Under our current contract, we are providing Chief Inspectors, Inspectors, Office Engineers, and owner's representation on design-build projects. In previous contracts, we have been fortunate enough to be called upon to assist VTrans with materials specialists, schedule analysis, claims analysis, utility coordination, specification review, coatings analysis, plant inspections, emergency response services, administrative services, project management, business analysis and public outreach services.

GPI
100% Employee Owned

Particularly pertinent for this construction inspection assignment is that our proposed project team members, Mr. Randy Merrill as Construction Inspector, Mr. Patrick (Pat) Travers, EIT, as Project Manager, and Mr. David Hoyne, PE, as Director of Construction Services, have all worked on drainage improvement projects in the past. With this background, they bring very valuable knowledge and insight into the construction oversight requirements for your Spring Hill Road Culvert Replacement Project.

For more detailed descriptions of responsibilities performed by GPI personnel on prior municipal projects, along with projects references and résumés for the proposed company team, please refer to the Appendix portion of this Technical Proposal.

GPI is fully insured and is confident we will meet or exceed the Town's insurance requirements for consultants. A properly completed certificate of insurance will be provided to the Town of Londonderry with the execution of the contract.

It is GPI's policy to make good faith efforts to utilize Disadvantaged Business Enterprises (DBEs) to provide services for us whenever possible. We have a copy of the latest VTrans DBE Registry on hand.

PROJECT APPROACH

Communication

Effective communication throughout a project is essential and integral for stakeholders to conclude the project was a success. GPI will host and facilitate a kickoff meeting for the owner's team, a preconstruction conference, regular project progress meetings, project walk throughs and a final inspection meeting. All meetings will be documented and recorded in the Project Record. The onsite Construction Inspector will facilitate professional and respectful dialogue with the contractor, keep the Town and VTrans in the loop and avail himself to all stakeholders to discuss the project.

Documentation

Project work will be documented in accordance with all policies and procedures and made available to project stakeholders through the web-based Doc Express® platform. Our inspector will capture and report the work in daily reports, which will culminate in payments issued to the General Contractor, every two weeks, for work completed. GPI will manage the change order process and issue the certificate of owner's acceptance. The final project records will be delivered to the Town upon completion and acceptance of the project.

Additionally, GPI will use Doc Express® as the document management tool or Project Record for this assignment. This cloud-based tool is very familiar to contractors doing business with VTrans and is used for the submittal and archiving of all project records; including construction and fabrication drawings, requests for information (RFI's), Change Orders, Contract Documents, material certifications, certified payrolls, and any other supporting documentation. Team members are issued a password-protected log-in and given access only to the document folders required, based on their role with the project. With this tool, the Municipal Project Manager and VTrans Project Manager can remotely perform random reviews to ensure that the process is followed, and the documents are in order. GPI believes this fully transparent and electronic project folder is the best approach for meeting the Town's and VTrans' expectations.

Similarly, GPI will use the APPIA® application to capture the daily work reports, pay items quantities, equipment, personnel, and weather conditions, and we will use it to generate payments to the Contractor. One key feature of APPIA is that it allows the user to easily track the work for multiple projects and funding sources. For example, a contract may contain multiple projects and include local, state and federal funding, and have participating and non-participating pay items. APPIA will automatically track and report the expenditures by project and funding categories. APPIA® is also a cloud-based application with access provided to team members for the purposes of transparency and oversight. GPI will provide training to project stakeholders requiring access to either Doc Express® or APPIA®.

Submittals

GPI will review the contractor's submittals and then ensure that the contractor is following their traffic control plan, and their erosion prevention and sediment control (EPSC) plan, and we will also verify that all off-site activities follow the VTrans approval process. GPI will review the contractor's progress schedule and keep the Town apprised of progress in anticipation of a timely completion. GPI will facilitate the Request for Information process and keep track of design changes through the record plans process.

Materials

Our Construction Inspector will ensure that materials incorporated into the project are certified or come from the VTrans Approved Products List. Additionally, we will make sure that all materials are properly sampled and tested by an accredited testing facility. Buy America / Build America requirements will be strictly enforced. Test results will validate whether a material meets the specifications requirements or if it should be excluded from the project. GPI plans to subcontract materials sampling and testing responsibilities to S.W. Cole Engineering, a firm certified to perform materials testing services on projects coordinated through the VTrans Municipal Assistance Section (MAS).

The materials acceptance process, as dictated by VTrans' requirements, can be a complex system of sampling frequencies, a myriad of tests, and a range of materials certifications or contractor's certificates. The process begins with reviewing the contract pay items, including the special provisions, and establishing the materials acceptance requirements (samples, tests, documentation) for the work. For this project, it is anticipated that VTrans will supply the initial materials acceptance package for the project and GPI will manage the process after that. The entire process will be documented on the Doc Express® platform.

Oversight

Our Construction Inspector (CI) will maintain a presence on site, when contractors are working, to ensure the work is performed in accordance with the contract requirements. He will also verify the safety of the travelling public and monitor compliance with environmental best practices. The CI is prepared to halt operations if the work is substandard, the safety of the public is jeopardized, or if environment resources are endangered. In addition, GPI will have a Project Manager providing oversight of the CI to ensure we are meeting or exceeding the Town's expectations.

GPI resident engineers and inspectors have a clear understanding of their role in overseeing contractors' operations, which is to observe, document, and report observations and findings and direct corrective actions when necessary. The oversight role includes maintaining an open and proactive dialogue with the contractors to avoid surprises, while upholding the contract requirements, but not directing contractors' operations, exercising their authority under the contract, and consulting the Town, when necessary, to work collaboratively with the contractors to find solutions and always keeping the best interests of the project in mind.

Ambassador for the Town

GPI understands that we are acting as agents for the Town and pledge to be good ambassadors. Our team will maintain open and professional communication with abutting property owners and the public at large. We understand construction can be disruptive and some people do not like change. We also know that how we interact with our customers makes a difference in how the project will be perceived.

At GPI, it is our people that make the difference. Our employees are trained to be better prepared and more versed in the terms of the contract and the processes to follow. Our engineers and inspectors take great pride in being very well prepared for the task at hand. Our commitment to quality is second to none. Our approach is simple: provide the client with the best people in the business, execute a project plan that meets the project requirements, maintain a total commitment to quality in every respect, and foster outstanding communication and relationships. This is our profession, and we are proud to offer our clients outstanding value.

QUALIFICATIONS AND EXPERIENCE OF PROPOSED STAFF

Should we be fortunate enough to be chosen to serve as your Construction Inspection Consultant, our plan would be to assign the following three-person team to the Spring Hill Road Culvert Replacement Project, Londonderry TAP TA 23(23):

Mr. Randy Merrill

Mr. Randy Merrill will serve as our on-site Construction Inspector for the project. In this capacity, he will be on the project site daily, overseeing the work performed by contractors, keeping track of quantities, writing and submitting daily work reports and coordinating all required materials testing. Randy will inspect all work in progress to ensure that it is performed to plans and specifications and will interface with the design engineer, Hoyle Tanner, when any field issues arise. Randy will communicate daily with Londonderry's MPM, Matt Bachler, to keep him apprised regarding work progress and make him aware of any challenges that arise in the field. Randy will also be our liaison to the public and will handle any concerns raised by municipal officials, nearby residents, and abutting property owners.

Mr. Merrill's professional background encompasses over 40 years of experience as a Resident Engineer and Construction Manager in the transportation infrastructure arena. Before joining GPI in 2024, Randy worked for the South Jersey Transportation Authority, the New Jersey Turnpike Authority and New Jersey Department of Transportation, on projects worth up to $425 million. For these agencies, Randy fulfilled challenging responsibilities on complicated projects involving new roadway construction, new and replacement bridge projects, tunnel construction, the widening of expressways, and construction of upgraded drainage systems. Since joining GPI two years ago, Randy has capably served as a Construction Inspector on several municipal infrastructure improvement projects.

Mr. Merrill takes great pride in his work and follows established work standards and procedures while maintaining a positive, effective and respectful working relationship with people. He possesses strong interpersonal communication skills and is proficient in observing and documenting work that takes place at a construction site.

Mr. Patrick Travers, EIT

Mr. Patrick (Pat) Travers will serve as GPI's Project Manager for this effort. In addition to coordinating, overseeing, and supporting the activities of our On-Site Construction Inspector, he will participate in all planning and scheduling activities, manage the project budget, moderate project meetings, formally sign contractor payment requisitions, provide progress reports to the Town of Londonderry's MPM, Matt Bachler, and other stakeholders as necessary, and coordinate all contract administrative tasks. Pat will be our primary administrative liaison to the Town of Londonderry, and directly responsible for ensuring GPI fulfills all its contractual obligations as the Construction Inspection Consultant.

Mr. Travers commands a strong expertise in public infrastructure projects and has fulfilled responsibilities as a construction inspector, resident engineer, and project manager on many public sector projects throughout Vermont, New York, and Connecticut; including those funded through the Federal Highway Administration, the Vermont Agency of Transportation Municipal Assistance Section (MAS) and emergency transportation funding programs.

Regarding project management experience on construction inspection services contracts, Mr. Travers has fulfilled those responsibilities on over 30 such undertakings coordinated through MAS, including those involving box culvert installations.

Pat's personal strengths include strong verbal and written communication skills, diplomatic public relations capabilities, excellent public speaking, and presentation skills, and being able to effectively coordinate efforts among all those involved in a project, such as owners, design firms, contractors, and the general public. He is also adept at managing multiple construction projects at the same time.

Mr. David Hoyne, PE

In addition to our project team of Mr. Merrill and Mr. Travers, Mr. David Hoyne, PE, GPI's Vice President and Director of Construction Services, will oversee this project, fulfill administrative contract oversight responsibilities, and provide support for the project when needed. Mr. Hoyne is the former State Construction Engineer for VTrans. He retired from VTrans in 2017 after a 28-year career with the Agency and also served as the Vice Chair of the AASHTO Committee on Construction from 2010 until his retirement, assuming a leadership role with the national committee charged with advancing the state of practice for the highway construction program.

During the last 11 years of his career as the State Construction Engineer, Mr. Hoyne was responsible for delivering the capital construction program for VTrans in conformance with all State and Federal requirements. The program was approximately $200M annually and consisted of a mix of design-build-build, design-build and CMGC projects for all modes of transportation. Mr. Hoyne was directly responsible for the development of the procedures contained in the VTrans Construction and Regional Procedures Manuals and has mastered the requirements for compliance. In addition, he is considered an expert in the VTrans Standard Specifications for Construction, the Code of Federal Regulations (CFR), partnering, claims avoidance, claims analysis and resolution, and root cause analysis.

Mr. Hoyne will guide, coach, and advise the team throughout the life of this assignment, bringing tremendous value to the project. As the manager assigned to overseeing municipal projects in Vermont and associated staff, Mr. Hoyne is considered overhead and does not bill for services unless expressly hired by the Town for specialty services such as claims analysis. Mr. Hoyne will ensure the quality of the work meets or exceeds expectations and will be the point of contact at the management level.

KNOWLEDGE OF PROJECT AREA

Over the years, GPI has fulfilled many construction inspection contracts within Windham County, including those with VTrans and some of the municipalities in the region. Hence, as a company, we are quite knowledgeable with the areas in and around the Town of Londonderry. We are also serving as the construction inspection consultant for a box culvert replacement project on Route 121 in Windham, only 11 miles from this project.

The proposed project will be located where Spring Hill Road crosses over Eddy Brook, about 1.7 miles west of where Spring Hill Road intersects VT Route 100, and about 0.2 mile south of the road's intersection with Livermore Mills Road. Between Route 100 and the job site, Spring Hill Road, for a while, runs parallel to, and then crosses over Cook Brook before cresting a hill and then descending to the Eddy Brook crossing. The road passes through wooded areas and open fields and from the project site the expansive property of Cobb Lumber is visible. On the north side of the road is located an attractive estate with a pond and small bridge over Eddy Brook. Many of the homes in the area are historic structures, while several appear to have been built as second homes during the early development of the ski industry in Vermont.

EXPERIENCE WITH FEDERALLY FUNDED TRANSPORTATION PROJECTS AND VTRANS SPECIFICATIONS

Local transportation projects coordinated through the VTrans Municipal Assistance Section (VTrans MAS) are funded in part by the Federal Highway Administration (FHWA) and VTrans. Hence, all these projects must conform to all the procedures and regulations required by FHWA and VTrans. For the past several years, our proposed project team has worked with a considerable number of Vermont municipalities and a state agency on transportation projects funded through MAS, both as a Construction Inspection Consultant and as a Municipal Project Manager. This experience has bolstered our team with a thorough working knowledge of the VTrans MAS Project Development Process, other MAS requirements, permit processes, project reporting requirements and the state and federal funding guidelines surrounding public infrastructure construction. They also possess a comprehensive knowledge of the Code of Federal Regulations as well as federal government procurement guidelines. As all VTrans-MAS projects are constructed to the VTrans Standard Specifications for Construction, our proposed project team is also intimately familiar with those specifications. Specific competencies offered by the GPI team include:

- Familiarity with State of Vermont procurement and contracting processes
- Knowledge of VTrans specifications, VTrans MAS procedures and VTrans MAS requirements
- Familiarity with state and local permitting processes
- Knowledge of federal government procurement guidelines
- Knowledge of federal funding requirements

The GPI team has also worked on several construction inspection contracts governed by the following reference materials, guidebooks and manuals, and they are familiar with the requirements contained within:

- VTrans Municipal Assistance Section Local Projects Guidebook for Municipally Managed Projects, 2025
- VTrans Specifications for Contractor Services, June 2014
- VTrans Pedestrian and Bicycle Facility Planning and Design Manual
- Vermont Standard Specifications for Construction, 2024
- VTrans General Special Provisions for 2024 Specifications
- VTrans Supplemental Specifications
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Quality Assurance Program
- VTrans Materials Sampling Manual
- VTrans Approved Products List
- VTrans List of Materials with Advance Certification
- Special Provisions for each project
- Manual on Uniform Traffic Control Devices

With these competencies and familiarity with the applicable specifications and manuals, GPI's proposed project team fully understands the contractual requirements associated with the construction inspection assignment for this Spring Hill Road Culvert Replacement Project in Londonderry.

MATERIALS TESTING SUBCONSULTANT

GPI intends to retain S.W. Cole Engineering, Inc. as our materials sampling and testing subconsultant. A firm that GPI utilizes regularly on our projects, S.W. Cole has worked on many VTrans projects over the years in varying roles from providing acceptance testing services for a design-build team to performing quality control services for a contractor. S.W. Cole is very familiar with the VTrans Standard Specifications and Special Provisions as well as sampling requirements and procedures. Additionally, S.W. Cole is certified by VTrans to perform materials testing services on municipal infrastructure projects coordinated through MAS.

The S.W. Cole laboratory in White River Junction is qualified by VTrans' Independent Assurance Unit as defined in the agency's Quality Assurance Program (QAP). The personnel performing the acceptance testing for VTrans projects are subject to sample comparisons, technician proficiency evaluations and equipment checks by the IA unit during the construction season.

S.W. Cole also participates in RE:SOURCE (formerly AMRL) and CCRL round-robin testing of soil, aggregate and concrete samples. The staff at S.W. Cole actively pursues and maintain certifications with NETTCP, ACI, PCI and ICC among others. Internal training and proficiency testing are performed on a yearly basis to assess the technician's abilities and focus on additional training as required.

PROPOSED SCOPE OF WORK

GPI has assembled a team that is qualified and prepared to provide the following variety of administration, inspection, materials testing services and EEO labor requirements for the Town of Londonderry, related to the Spring Hill Road Culvert Replacement Project, Londonderry TAP TA 23(23).

We are aware that the project will be advertised for bids in late January of 2026 and that construction is scheduled to be completed by November 30, 2026. We will be prepared to commence work on the project as soon as notified by the Town and will fulfill our contractual responsibilities for Construction Inspection Services through that anticipated construction completion date.

We have noted that the Town will not be providing a field office for our Construction Inspector. Our inspector will work out of his vehicle, and we will not charge the Town for any rental expenses for a field office.

GPI is offering to perform all tasks as requested in the RFP and provide all requested deliverables with no exceptions. The estimated hours per task are depicted in the composite schedule, which follows the Scope of Services below. GPI will provide its project designees with all the equipment and supplies required to carry out the prescribed duties of this contract.

As no reference was made in the RFP regarding the Construction Inspection Consultant being responsible for fabrication inspection services during manufacturing of the precast concrete box culvert, we have not offered those as a service in this proposed Scope of Work. We would be open to offering a quotation for those services, if requested by the Town at a later date.

We hereby formally offer to perform the following Scope of Services for the Town of Londonderry:

TASK ONE: Administration

1. We will act as the primary contact representing the Town of Londonderry on the project.

   Our Construction Inspector, Randy Merrill, will be at the project site daily during construction, acting as the Town's representative on site. He will handle all questions and concerns from the public and contact the Town MPM, Matt Bachler, when necessary, to resolve any challenges that may arise.

2. We will contact the Design Engineer, Hoyle Tanner, the MPM and the VTrans MAS Project Manager, Derek Kenison, to resolve any design-related issues that may arise during construction.

Our Construction Inspector will assume responsibility for resolving design issues when they arise on site.

3. We will maintain communication with the Londonderry Municipal Project Manager (MPM), Matt Bachler, on a regular basis.
   Our Construction Inspector will continually keep the MPM apprised regarding construction progress and any challenges that arise in the field, either via email communication or telephone.

   Patrick Travers, GPI Project Manager, will keep the MPM informed regarding any contract or administrative issues that need to be addressed.

4. We will coordinate with the Town of Londonderry, the Design Engineer, VTrans and the Construction Contractor(s).
   GPI fully understands the importance of coordinating all the stakeholders in a project and takes this responsibility very seriously. A well-coordinated project leads to time and cost efficiency.

5. We will carry out our responsibilities in a manner that is consistent and cooperative with those of the Design Engineer and of the VTrans Quality Assurance Program.

6. We will coordinate with the public and any affected property owners.

   GPI believes that it is very important to maintain positive public relations with abutting property owners. Any concerns raised by neighbors will be handled expeditiously and conscientiously by our Construction Inspector. We will also ensure that the Contractor fulfills any promises made by the Town to these neighbors.

7. We will review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.

   Both our Construction Inspector and Project Manager will study all the Contract Documents and be fully familiar with them before construction starts.
   Contract Special Provisions will be an agenda item for the pre-construction conference, so that the Contractor is aware of any unique requirements for this project.

8. We will participate in the pre-bid conference, if requested by the Town of Londonderry, and offer any assistance as needed to help facilitate that meeting.

9. We will coordinate, schedule, and oversee the pre-construction conference.

   Within these responsibilities we will, contact and invite all project stakeholders, assemble and distribute the meeting agenda, moderate the meeting and assemble and distribute the meeting minutes.
   We will also promptly address any issues which may arise during this conference and quickly come up with resolutions for them.

10. We will coordinate, schedule, and supervise all other job-related meetings, including the regularly scheduled construction status meetings.
    Within these responsibilities we will, contact and invite all project stakeholders, assemble and distribute the meeting agendas, moderate the meetings and assemble and distribute the meeting minutes.

11. We will coordinate, schedule, and supervise the Final Inspection.

    We will also assemble and distribute any needed documentation upon completion of the inspection, confirming the Town's acceptance of the work.

12. We will make sure the Contractor contacts Dig-Safe.

    We will not allow any work to take place at the project until the contractor completes this responsibility. We will also ensure that Dig Safe tickets are renewed by the Contractor per regulations.

13. We will prepare a Daily Work Report on a standard form for each day during the construction project. These reports will include quantities, with locations and work conditions.

    Daily Work Reports will be uploaded into Doc Express, in a timely manner, and will be accessible to all project stakeholders by the end of the next succeeding workday.

14. We will maintain a photographic record of the progress of construction, annotating such photos to indicate their content location (by station), and context, including date. We will ensure that this photographic record is available for reference by the MPM, Design Engineer, State representatives, Federal representatives, and Town of Londonderry representatives.
    All construction progress photographs will be uploaded into a shared drive and accessible to all project stakeholders.

15. We will accompany the MPM, Design Engineer, State representatives, Federal representatives, and Town of Londonderry representatives on visits to the project.
    Our Construction Inspector will be responsible for accompanying these officials when they visit the project.

16. We will coordinate and chair Construction Status Meetings, every two weeks, involving the Contractor, MPM, Design Engineer, VTrans, State representatives, Federal representatives, and Town of Londonderry representatives.
    We will assemble an agenda, send out invitations and assemble minutes for each of these meetings. We will also conduct follow-up work to resolve any issues that arise during these meetings.

17. We will report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM and the Design Engineer.
    In addition to verbally informing the MPM and Design Engineer when these situations occur, our Construction Inspector will document any such occurrence in the Daily Work Report for that day.

18. We will calculate and verify the final contract quantities.

    Our Construction Inspector will verify final quantities for the project before final payment is issued to the Contractor.
    Our Project Manager will tabulate the final payment quantities variations and assemble the Balancing Change Order at the close-out of the construction contract.

19. We will review and submit to the MPM, or the Design Engineer if required by the MPM, any suggestions or requests made by the Contractor to change or modify any requirements of the Plans or Contract Documents.
    We will also provide input regarding the feasibility or constructability of these requests. If the Town approves any of those requests, we will then assemble a Change Order if there are any impacts to the construction cost or construction schedule.

20. We will request and receive material certifications, computations and reference materials submitted by the Contractor. We will also maintain files on the project site of all items submitted by the Contractor and of work done on behalf of the Town of Londonderry.
    All these certifications and other materials information will be turned over to the Londonderry MPM upon completion of the project.

21. We will review and approve submittals and shop drawings received from the Contractor.
    Patrick Travers will review and approve all submittals. A submittals log will also be maintained by him. We assume that the Design Engineer will be available for consultation, as necessary, regarding the review of certain submittals and shop drawings requiring P.E. review.

22. We will receive material certifications and verify their compliance with the Buy America Act, before allowing any metal products to be incorporated into the project.
    Any materials not in compliance will be rejected for use on the job.

23. We will issue a progress payment to the Contractor every two weeks.
    Once Randy has reached agreement with the Contractor regarding Pay Items quantities, these progress payments will be developed in APPIA and then forwarded to the MPM for processing.

24. We will review Change Order requests as prepared by the contractor.
    We will also develop our own independent estimate of the cost for any proposed Change Order involving items of work that were not included in the original contract unit prices. Upon completion of our independent cost estimate, we will determine the reasonableness of the contractor's pricing and make a recommendation to the MPM regarding acceptance of the Change Order request.
    Once agreement has been made regarding the extra work, we will assemble the formal Change Order and distribute it for execution.

25. We will issue a Certificate of Substantial Completion at the appropriate time, along with a list of Punch List items to be completed, should there be any outstanding items.
    Randy will then oversee the Punch List work performed by the Contractor(s) to verify that it is completed per the Contract Documents.

26. We will receive project close-out submittals and prepare the Certificate of Final Completion of Work.
    We will provide all project close-out documents to the MPM and VTrans.

27. We will provide certification to the Town of Londonderry and VTrans that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.
28. We will transmit electronically all project-related files, documents and pictures to the Town of Londonderry MPM upon completion of the project.

TASK TWO: Construction Inspection

1. We will maintain a presence on the project during all times when contractor and subcontractor activities are underway.
   Randy will fulfill these responsibilities.
2. We will be on site at all times during construction activities of the project requiring certification, to be able to certify, on completion of the project, that the project was built as designed.
   Randy will fulfill these responsibilities.
3. We will check that the contractor is in compliance with all construction contract requirements; Town of Londonderry permits and ordinances; property rights agreements; erosion and sediment control requirements; stormwater management plan; temporary construction easement agreements; state permits, regulations and statutes; and federal regulations and statutes. We will exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.
4. We will manage and handle landowner and general public concerns, related to construction, in a professional manner.
   Randy will handle all public concerns and he will handle them in a timely and cordial fashion.
5. We will inspect and review for compliance; material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the VTrans Environmental Section.
   We will assure that work on the project does not begin until all applicable waste, borrow and staging areas permits are issued by VTrans or that proper Off-Site Activity Exemption Records have been presented to us by the Contractor.
6. We will track all utility relocations and plot all final facility locations on the final as-built plans, if any relocations take place.
   Randy will keep track of these utility relocations and he will "red mark" them on the record drawings.
7. We will monitor all erosion control and conduct daily inspections in accordance with applicable permits.

   Randy will also verify that all applicable erosion control reports are submitted by the Contractor.
8. We will review and verify the Contractor's traffic control plan and traffic control activities on site, as required.
   We will perform these tasks in accordance with the Resident Engineer responsibilities in the VTrans Work Zone Safety & Mobility Guidance Document. We will also verify that the Contractor's traffic control activities meet the requirements of the Manual on Uniform Traffic Control Devices.

9. We will develop a final set of as-built plans by marking up a set of contract plans.
   We will provide these marked up plans to the Design Engineer for the creation of final as-built plans.
10. We will check that completed work complies with the plans and specifications and is true to line and grade.
11. We will organize an inspection of work completed at such time as the Contractor may claim Substantial Completion.
    This inspection will be conducted with a Contractor's representative, the MPM, the VTrans Project Manager, the Design Engineer and any interested State, Federal and Town of Londonderry representatives. We will issue a Punch List of items to be corrected or completed as a result of this inspection. We will also monitor the Contractor's progress on addressing Punch List items.
12. We will organize and conduct a final inspection of work when it has been determined that the Contractor has completed all Punch List items.
    The final inspection will be performed with the MPM, VTrans Project Manager and Contractor. Upon Final Acceptance of the project, we will issue and distribute all certifications as required by VTrans and the Federal Highway Administration.
13. We will ensure that our Construction Inspector and any other field personnel wear personal protective equipment, including; appropriate headgear, footwear and reflectorized vest when on the project site.
14. We will ensure that we provide our Construction Inspector and have on the project all necessary equipment, tools and supplies needed to carry out our required duties.
15. We will ensure our onsite Construction Inspector and Project Manager are familiar with the most recent edition of the VTrans *Work Zone Safety & Mobility Policy and Guidance Document.*
16. We will include in the Pre-Construction Conference agenda and carry out a discussion during that meeting regarding the final Traffic Management Plan (TMP) checklist and any detailed TMP components.
    Our Project Manager will assemble the Pre-Construction Conference agenda, record the discussion that takes place, and include the results of that discussion in the meeting minutes.
    We will also implore the Contractor to become familiar with the TMP checklist.
17. We will verify traffic control devices and measures are in place and consistent with the TMP checklist, contract special provisions, and any temporary traffic control (TTC) plan.
    Routine reviews will be documented by our Construction Inspector in his Daily Work Reports.
18. We will coordinate on-site Work Zone Safety and Mobility reviews periodically throughout the project.
    Any modifications agreed to during any coordinated on-site review will be recorded by our Construction Inspector in his Daily Work Report.
19. At project conclusion, we will complete a project Work Zone Safety and Mobility review, using the Closeout Report.
    This report will be submitted to the MPM and VTrans.

TASK THREE: Materials & Equipment Inspection & Testing

1. We will assume responsibility for the performance of all field sampling and acceptance/verification testing of materials incorporated into the project.
   We will engage the services of an independent VTrans-certified sub-consultant that is qualified to perform all required materials testing and laboratory work. We will also pay for these services.
   All field test reports will be posted on Doc Express when received by us.
2. We will check that materials and equipment are fabricated and tested in accordance with contract documents in advance of their installation.

   This will include coordinating with VTrans for their conducting all necessary in-plant fabrication inspection and testing as required by VTrans Specifications and Manuals. We are assuming that arrangements can be made with VTrans to perform these services. GPI has not included engaging the services of an independent sub-consultant to perform any in-plant fabrication inspection or testing services in this offered Scope of Work.

3. We will ensure that our independent sub-consultant is performing preliminary process control tests on material samples in accordance with Inspection Level 3 of the VTrans Quality Assurance Program (QAP) and *Materials Sampling Manual (MSM), to ensure continued quality in the work.*
4. We will review the test reports and certificates, decide on their acceptability, and forward them to the MPM with recommendations for acceptance.
5. We will verify that personnel working for our independent testing sub-consultant are NETTCP qualified as indicated in the VTrans *Materials Sampling Manual*, dated September 15, 2025 for qualified VTrans personnel.
6. We will ensure that testing is conducted only in qualified labs. We will also verify that the testing personnel and laboratory conform to the qualification's requirements of the VTrans Quality Assurance Program as noted in the VTrans *Materials Sampling Manual*.
7. We will ensure that the materials testing sub-consultant that we hire possesses and has on the project, all necessary equipment, tools and supplies to carry out the required testing duties.
8. We will assume responsibility for ensuring that the minimum required number of tests is performed by the independent testing laboratory that we hire.
9. We will check that materials submitted as pre-approved are on the current VTrans Pre-Approved Products List or on the List of Materials with Advanced Certification.
10. We will record materials certifications in accordance with VTrans construction procedures.

    All material certifications will be provided to the Town of Londonderry upon completion of the project.

TASK FOUR: Ensure the Contractor's Compliance with EEO/Contractor & Labor Compliance Requirements on FHWA Funded Projects

1. We will receive and review the Certified Payrolls of all Contractors working on the project.
   The accuracy of the payrolls will be verified along with compliance with the posted Davis-Bacon Wage Rates for Windham County. Should any payrolls not be compliant we will report this to the MPM and arrange for the violating contractor to make the required restitutions. We will also review contractor Monthly Utilization Reports. All Certified Payrolls will be posted on Doc Express and accessible for review by project stakeholders.
2. We will conduct interviews with a sample of construction workers to verify that they are being paid the required Davis-Bacon Wages.
3. We will collect information regarding conformance with prompt pay requirements, coordinating with the VTrans Civil Rights Section as necessary.
   We are familiar with the VTrans Civil Rights requirements.
4. We will follow up with Contractors regarding any needed corrective actions.

COMPOSITE SCHEDULE

PHASE / ACTIVITY	On-Site Inspector	Project Manager	Total Hours
Pre-Construction Phase			
Study Project Plans, Specifications & Contract Documents	4		4
Moderate Pre-Construction Conference	6	6	12
Assemble & Distribute Agenda & Minutes for Pre-Const. Conf.		4	4
Address Follow-Up Actions Resulting from Pre-Const. Conf.	2	2	4
Research & Familiarization with all Applicable Permits	1		1
Construction Startup Phase			
Review of Contractor's Pre-Mobilization Submittals (EPSC Plan, TCP, etc.)		2	2
Review & Approve Waste, Borrow & Staging Areas Records		2	2
Review & Formally Approve Proposed Subcontractors		2	2
Construction Phase (Assume 6 Weeks of Construction)			
Perform On-Site Inspection (8 Hrs / Day for 6 Weeks)	240		240
Perform On-Site Inspection - Overtime (1 Hr / Day for 6 Weeks)	30		30
Project Manager Site Visits (Assume 2 EA)		10	10
Review Change Order Documentation Prepared by Onsite RE.		4	4
Substantial Completion Walkthrough		6	6
Assemble & Distribute Certificate of Substantial Completion & Punch List		2	2
Project Closeout Phase			
On-Site Inspection of Punch List Items	16		16
Final Inspection at Project Completion	1		1
Authorize Final Payment to Contractor	1		1
Assemble & Distribute Balancing Change Order		2	2
Calculation and Verification of Final Quantities	8	2	10
Completion of Final As-Built Drawings	2		2
Prepare Other Closeout Documentation as Needed		12	12
Total Hours	**311**	**56**	**367**

ATTACHMENTS

DEMONSTRATION OF SUCCESS

Since 1996, GPI has served successive term agreements providing construction engineering and inspection services on a variety of transportation projects throughout Vermont for VTrans. GPI was recently awarded and rated #1 for the current term agreement.

These projects generally involved the paving of highways, major realignment of highways, new bridges, rehabilitation of bridges, (including traditional bridges, covered bridges, and historic bridges), intersection revisions, airport runway construction, railroad crossing reconstruction and specialty services. The specialty services include bridge paint removal, painting and coatings evaluation (Hartford, Barnet, Bennington, Manchester and North Hero), claims development and resolution (Londonderry Multimodal Center); project design reviews (Londonderry); bridge condition inspection (Missisquoi Bay); and design plan review for staging, Maintenance & Protection of Traffic, and constructability. In addition to those VTrans assignments, GPI has been providing construction inspection services on a variety of Vermont municipal infrastructure projects over the past several years. These include road reconstruction, sidewalks, recreation paths, box culverts, salt sheds, underground utilities and other facilities.

Route 121 Bridge #5 Replacement, Windham, VT-VTrans Project Number Windham STP MM 20(2):

Existing culvert to be replaced.

GPI is currently serving as construction inspection and materials testing consultant for this effort that will entail replacing a failed 72-inch diameter metal cross culvert with a prefabricated concrete box culvert that is 56-feet-long by 14-feet-wide by 7-feet-high, where VT Route 121 crosses the Saxtons River. Other work will involve temporary diversion of the stream, channel excavation, replacement backfill, new guardrails and restoration of the highway's gravel surface within the project area. The project will require complete closure of Route 121 during construction. This $400k project, coordinated through the VTrans Municipal Assistance Section, will be constructed during the summer of 2026. Contact: Ms. Margo Ghia, Municipal Project Manager, 802.257.4547, Ext 116; mghia@windhamregional.org

Depot Road Box Culvert Replacement, Newfane, VT-VTrans Project Number Newfane TAP TA 18(5)

GPI provided construction inspection and materials testing services for this effort that involved replacing a failed 18-inch diameter metal cross culvert with a 50-foot-long prefabricated concrete box culvert, 8-feet-wide by 5-feet-high. Other work involved temporary bypass pumping of the stream, channel excavation, planting native trees and shrubs for bank stabilization, new guardrails and reconstruction of the highway within the project area. The project also required complete closure of Depot Road during construction. This $200k project was coordinated through the VTrans Municipal Assistance Section and completed in November 2024. Contact: Mr. Jay Wilson, Municipal Project Manager, 802.348-7949; newfanegarage@newfanevt.com

Depot Road

Basin Harbor Road Culvert Improvements, Bridport, VT-VTrans #Bridport STP MM 18(6)

GPI performed construction inspection and materials testing services on this undertaking that involved the replacement of a failed metal cross culvert with a new 20-ft-wide x 9-ft-high x 43-ft-long precast concrete box culvert, with wingwalls, where the Basin Harbor Road crosses over the West Branch of Dead Creek. Other project work included the temporary diversion of the waterway, channel excavation, installation of new guard rails, paving, line striping, sedimentation control, and environmental protection. Work also entailed maintaining a detour of traffic, as Basin Harbor Road was completely closed during construction. This $250k project, coordinated through VTrans Municipal Assistance, was completed in October 2021. Contact: Ms. Jenny Austin, P.E., Municipal Project Manager, 802.465.8396 x4813, jaustin@dubois-king.com

Basin Harbor Road

Kimball and Marshall Avenue Bridge Replacement, South Burlington- Williston, VT-VTrans Project Number South Burlington-Williston TAP TA 20(7)

GPI performed construction inspection, fabrication inspection and materials testing services on this project that involved the replacement of a temporary bridge over the Muddy Brook with a new 70-foot buried arch culvert structure and 375-ft of shared use

Kimball Ave

path. Work included reconstruction of the roadway approaches and impacts to associated underground utilities. This project, coordinated through VTrans Municipal Assistance Section, was located on the boundary of the City of South Burlington and the Town of Williston, where the transition between Kimball Avenue and Marshall Avenue occurs. The construction cost was $2.9M and work was completed in June 2022. Contact: Mr. Thomas DiPietro, Municipal Project Manager, 802.658.7961, tdipietro@southburlingtonvt.gov

Randy Merrill, P.E.

Civil Engineer

PROPOSED PROJECT ASSIGNMENT
On-Site Construction Inspector

EDUCATION
BS/Civil Engineering/1979/UVM

REGISTRATIONS/CERTIFICATIONS
OSHA 10-Hour "Construction Safety and Health" Training Course
OSHA Confined Space Training

YEARS WITH FIRM 2
TOTAL YEARS EXPERIENCE 40

Professional Profile

Mr. Merrill recently joined GPI after 40 years of supervising and coordinating bridge, highway, and infrastructure construction projects. He has also managed and supervised engineering staff on single and multiple contracts. His excellent communication skills keep the client, contractor, inspection staff, stakeholders, and everyone involved in the project informed of upcoming events and potential issues.

Mr. Merrill demonstrated the ability to concurrently perform all the duties and responsibilities of a Resident Engineer on multiple complex construction projects. He can also perform all the duties of a Chief Inspector.

Resident Engineer. Mr. Merrill was responsible for the administration and inspection throughout the construction of the project. As Resident Engineer, he ensured the project was constructed according to the contract documents and that all materials conformed with the specifications. All work must be accomplished in accordance with all safety and environmental regulations. He was the single point of contact for all project matters during construction.

Project Experience

Greenman-Pedersen, Inc. 01/24+.

Fair Haven TAP TA 20 (6) and Fair Haven TAP TA 20 (8), Fair Haven, Rutland County, VT *04/24-11/24. Resident Engineer.* GPI provided construction inspection services for this project in Fair Haven. Work performed under this project included installing light poles, pole bases, electrical conduit, and constructing a new Park-and-Ride in an existing parking area, including curbing, drainage improvements, turf establishment, landscape plantings, paving, pavement markings, and associated roadway items. *Client – Town of Fair Haven.*

Rutland City STP BP14(24) and Rutland City TAP TA 17(13), Rutland City, Rutland County, VT *04/24 – 11/24. Resident Engineer.* GPI provided Chief Inspector services for this municipal project in Rutland City. Work performed under this project included constructing a pedestrian/bicycle bridge, 1,625 LF of a shared-use path, mechanically stabilized earth wall, paving, sidewalks, guardrails, turf establishment, and associated path items. *Client: Rutland City*

Proctor TAP TA 20(5), Proctor, Rutland County, VT. *04/24 -11/24.* GPI provided construction inspection services for this project in Proctor. Work performed under this project included excavating and replacing the existing sidewalk with an ADA-compliant sidewalk and all associated work. Client – *Town of Proctor*.

Prior Firm Experience

Delaware River Joint Toll Bridge Commission Construction Management and Inspection Services for the Scudder Falls Bridge Replacement Project, Ewing NJ. 12/17-04/22. Senior Resident Engineer in charge of a $425M project to replace a bridge for I-295 over the Delaware River. Work included in-water deep pile-rock socketed foundations, structural steel girders, a concrete deck with a pedestrian walkway, construction with approximately four (4) miles of relocated roadway, and construction of new EZPass toll facilities.

New Jersey Turnpike Authority (NJTA) Construction Management and Inspection Services for P300.253 Interchange 38 to 48 Widening and Interchange Improvements, Garden State Parkway MP34.5 – MP 38, Egg Harbor, NJ. 08/14-12/17. Resident Engineer. In charge of a $90M project, adding a third lane on the Garden State Parkway. Responsible for managing the inspection and

testing contractor's schedule, submittals, RFI's, change orders, and project budget. Work performed under his project included constructing nine bridges, MSE abutment and retaining walls, new sign structures with drilled shaft foundations, new drainage, new lighting, milling, paving, and several utility relocations.

South Jersey Transportation Authority (SJTA) Construction Management and Inspection Services for the Third Lane Widening of the Westbound Atlantic City Expressway (ACE) MP 17.7 to 25.0, Hamilton Township, NJ. 05/11-03/13. E6X75700. Construction Manager. Responsible for leadership and coordination, managing the contractor regarding schedule, submittals, RFI's, and third-party coordination. Work items included Materials Testing; Maintaining and Protecting Traffic (MPT) and Authority Operations; Night-Time Operations; Lane Closure Requests; Erosion Control Measures; Clearing Site/Stripping; Excavation, Backfilling; Drainage; Bio-filtration and Detention Basins and Swales; Milling; HMA Pavement; Bridge Demolition; HPC Concrete; Piles; and Cantilevered Sign Structures.

SJTA, Atlantic City Expressway Widening MP 7.8 – 17.4, Hamilton & Egg Harbor Township, NJ. 08/10-10/10. Working for HNTB; 11/10-09/11. Working for Jacobs as a sub to HNTB E6X74500. Construction Manager for a $23M project to add a third lane to the WB Atlantic City Expressway. Construction consisted of three (3) – 3.3-mile work zones, each having four (4) stages of construction. This project also consisted of clearing and grubbing, stockpiling material, earthwork, subgrade preparation, subbase, asphalt pavement, turbidly barrier, wetlands, pinelands, structure widening with new pile foundations, concrete abutments, and new HPC decks and parapets, new highway lighting, ITS improvements were incorporated within the limits of the project.

Delaware River Joint Toll Bridge Commission (DRJTBC), Trenton-Morrisville Toll Bridge Rehabilitation, Trenton, NJ. 2006-2009. Construction Manager. Responsible for this $87.3M widening of the Trenton-Morrisville Toll Bridge. The project included the construction of a new toll plaza, tunnel access, widening of the existing five-lane bridge structure, roadway construction, rehabilitation of seven bridge structures, several MSE retaining walls, new steel foundation piles, post-tensioning pier cap extensions, and extensive drainage and highway lighting rehabilitation. The toll plaza construction consisted of new toll booths, a canopy, a two-story headhouse, and a new tunnel in five separate stages. Work also consisted of additional traffic signals, the construction of overhead and cantilevered sign structures, and the installation of ground-mounted and structure-mounted sound walls.

SJTA, Atlantic City/Brigantine Connector, NJDOT/Mirage Casino, Atlantic City, NJ. 1998-2000. Senior Construction Manager. Responsible for constructing a new $330 million design-build project of a 2.5-mile roadway and 2,500-ft tunnel linking the Atlantic City Expressway and the new convention center to the Marina District and the City of Brigantine. The project included two lanes in each direction, a loop roadway constructed under the Expressway, and a 2,000-ft tunnel section consisting of a cut-and-cover section. The project also featured a state-of-the-art electronic traffic surveillance system, several reinforced earth retaining walls, eight new reinforced concrete and two structural steel bridges, new traffic signals, and highway lighting.

Other projects worked on:

SJTA, Widening of Atlantic City Expressway (ACE), City of Pleasantville, NJ. 2000-2002. Construction Manager

NJDOT, Route 30, Admiral Wilson Boulevard Bridge Replacement & Roadway Rehabilitation, Camden, NJ. 95-98, Resident Engineer

Patrick Travers, E.I.T.

Construction Inspection Supervisor

PROPOSED PROJECT ASSIGNMENT
Project Manager

EDUCATION
BS/1976/Civil Engineering

REGISTRATION
1976/Engineer-in-Training/CT

YEARS WITH FIRM 4
TOTAL YEARS EXPERIENCE 48

COURSE WORK
OSHA 10-Hour Construction Safety & Health

Professional Profile

Mr. Travers is a seasoned construction industry professional with 48 years of experience as a project manager, project engineer, estimator, and construction inspector. He also owned his own construction consulting business in the past.

Mr. Travers has an extensive background in public infrastructure projects, where he has developed a solid reputation for managing construction inspection contracts and serving as a municipal project manager. For the past fourteen years, Mr. Travers has been involved, in a management capacity, in about 50 municipal infrastructure projects throughout the State of Vermont. Additionally, Mr. Travers has managed 17 projects for Vermont State Parks and the Vermont Department of Fish and Wildlife. Project experience includes those involving road reconstruction, new sidewalks, streetscape improvements, recreation paths, bridge construction, large culvert replacements, underground utility construction, stormwater mitigation, slope stabilizations, and salt storage sheds.

Before his focus on public infrastructure projects, Mr. Travers was a successful project manager for general contractors in the commercial building arena as well as earthmoving contractors. Mr. Travers was directly responsible for managing the placement of over 250,000-yards3 of concrete at a nuclear power plant and has extensive experience performing quantity takeoffs, developing cost estimates, and assembling bids.

Mr. Travers is highly organized and has developed a keen skill for directing multiple projects concurrently. Mr. Travers is also adept at moderating efficient and effective project meetings and can effectively coordinate efforts among all stakeholders involved in a project, such as owners, engineers, contractors, and the public. Personal strengths for Mr. Travers include strong verbal and written communication skills, public relations capabilities, and presentation skills.

Firm Experience

GPI. 02/20+. Project Manager & Construction Inspection Supervisor. In this role, Mr. Travers is responsible for procuring municipal project management and construction inspection contracts on public infrastructure projects, managing those contracts, assigning onsite resident engineers to each project, and overseeing the work performed by those resident engineers. Additionally, he ensures positive relationships are maintained with clients and that GPI's services are provided in adherence to contract requirements. Responsibilities also involve overseeing quality control of work products, monitoring project schedules, keenly observing project budgets, and generating work progress reports as required by state and federal funders.

Prior Firm Experience

Staff Sterling Management, Morrisville, VT 2007-2020**.** Project and Operations

Manager. Responsibilities included marketing and assembling proposals for resident engineering, construction inspection, and project management assignments within the municipal infrastructure arena, then managing those contracts once procured. A total of 38 municipal infrastructure projects were procured and managed, along with another 17 State of Vermont projects. Construction projects ranged up to $3M in size and involved street reconstruction, new sidewalks, recreation paths, waterlines, stormwater collection systems, sanitary sewers, bridges, new building construction, building rehabilitations, and historic preservation.

Vermont Small Business Development Center (SBDC), Randolph, VT. 1998-2007. Business Counselor. This position involved advising small business owners and entrepreneurs on how to start up and successfully manage a business in Vermont. One-on-one counseling was provided to clients and business planning classes were presented. Many clients were able to secure business financing via their business plans developed through SBDC counseling.

Patrick Travers Construction Consulting, Burlington, VT. 1993-1998. Owner/Operator. Primary services offered were construction estimating and project management for small commercial construction contractors in northern Vermont and the North Country of New York State. The company also offered owner representation services as well as the development and presentation of seminars on construction estimating and project management. The company was licensed to present the VT. Department of Health Lead Paint Essential Maintenance Practices workshop to landlords of residential rental properties. Some 2,000 landlords statewide were educated through dozens of workshops.

CS Architecture and Construction, Burlington, VT. 1990-1993. Construction Project Manager. This position was responsible for on-site commercial construction supervision, including manpower oversight, budget monitoring, schedule managing, and moderating project meetings. Projects included the Akwesasne Community Health Center for the Mohawk Nation, a 2,000-ft² medical facility that required the supervision of over 100 craft workers.

Simpson Construction, Inc., Rochester, VT. 1987-1989. Project Manager. This position was responsible for start-to-finish coordination of commercial construction projects for a general contractor that contracted up to $20M of work per year. Responsibilities included contract negotiations, scheduling, budgeting, procuring subcontractors, moderating project meetings, coordinating with on-site project supervision, and maintaining client relationships. Most of the work was public school construction.

Spera Construction Company, Inc., Hartford, CT. 1986-1987. Construction Engineer and Estimator. Responsibilities included cost estimating, assembling bids, and managing commercial construction and public infrastructure projects for a heavy/highway, site work, and earth moving contractor. Clients included cities and towns in Connecticut and private developers.

Northeast Contracting Company, Inc., Middletown, CT. 1984-1986. Chief Engineer and Estimator. Responsibilities included calculating quantity takeoffs, determining construction costs, and assembling bids for an excavation and site work contractor that focused on commercial construction projects in central Connecticut. Responsibilities also involved layout and construction engineering on site as well as representing the company at project progress meetings.

Stone and Webster Engineering Corporation, Boston, MA. 1981-1984. Senior Field Engineer. Responsible for coordinating operations of the on-site batch plant to support concrete placements for the $4B Millstone III Nuclear Power Plant in Waterford, CT. Over three years, more than 250,000-cubic^3 yards of concrete meeting the requirements for nuclear facilities were placed in eight buildings that constituted the plant. Responsibilities also included oversight of unionized surveyors charged with layout work throughout the site.

Water Pollution Control Authority, Town of Waterford, CT. 1976-1981. Assistant Construction Engineer. This was an entry-level position that involved construction inspection of a new municipal sanitary sewer system being installed throughout the town. Responsibilities included ensuring the work followed drawings and specifications, tracking quantities of work completed, capturing progress photos, and approving contractor payment requisitions.

Volunteer Activity / Community Organizations

- President of Couples Field (Community Athletic Fields), Waitsfield, VT. 2019-Present
- Secretary, Board of Directors of Mad River Path, Waitsfield, VT. 2020-Present
- Board Member of Rootswork, Warren, VT. 2018-Present
- Founder and Coordinator of Mad River Valley Bocce League. 2019-Present
- Mad River Valley Rotary Club member. 2019-Present
- Shareholder, Mad River Glen Cooperative Ski Area, Fayston, VT. 1993-Present
- Past President, Canton Bicycle Club, Canton NY. 1993-1995
- Past member of Representative Town Meeting, Waterford, CT, 1970's

David J. Hoyne, P.E.

Vice President | Director of Construction Services, VT

PROPOSED PROJECT ASSIGNMENT
Senior Construction Engineer

EDUCATION
BS/1989/Civil Engineering

REGISTRATION
1994/Professional Engineer/VT
National Highway Institute Certified Instructor

YEARS WITH FIRM 7
TOTAL YEARS EXPERIENCE 35

Professional Profile

Mr. Hoyne is an expert with demonstrated leadership for all phases of program delivery in the field of transportation engineering. He is driven to inspire transportation professionals to seek excellence in their work and promote a culture of quality and the fundamental principles and canons of the engineering profession. Mr. Hoyne is a leader with a clear focus on safety.

Mr. Hoyne has built a successful career through the development of lasting and effective relationships with all stakeholders, maximizing employee potential by aligning employee strengths with opportunities, and leading organizational excellence through process improvement, performance management, training, and documentation. Mr. Hoyne has extensive experience developing and delivering technical training and understands how professional development leads to career opportunities.

Mr. Hoyne is an expert at constructability reviews, contract specifications, root cause analysis, and developing solutions to move complicated challenges forward. Mr. Hoyne has extensive experience analyzing contractor's claims, delays, and disputes, and has served as an expert witness and lead negotiator for many complex claims and mediation.

Firm Experience

Greenman-Pedersen, Inc. 09/17+. As Senior Construction Engineer, Mr. Hoyne provides expertise with constructability reviews, claims analysis, and client relationships for locally managed construction services contracts, serves as a subject matter expert in construction engineering, asset management, process improvement, bridge management, and inspection, and will provide training and onboarding expertise for construction inspection staff.

Municipally Managed Projects, VT. Mr. Hoyne is serving as the regional manager for resident engineer and construction inspection services for locally managed projects. Responsibilities include developing technical and cost proposals, contracting, client relations, and overall quality control of GPI's operations. Projects have included the Market Street reconstruction project in South Burlington, the Sykes Mountain Avenue Roundabouts project in Hartford, and bridge, roadway, and sidewalk projects statewide.

North Hero-Grand Isle BHF 028-1(26); Grand Isle County, VT. 01/20-04/20. This project on US 2 is for the replacement of Bridge 8. This drawbridge is a historic twin-leaf bascule bridge and is the only moveable bridge in the State of Vermont. The contractor was required to build a temporary drawbridge prior to replacing the existing drawbridge, so that impacts to vehicular traffic were minimized. The project encountered contaminated soils and Mr. Hoyne advised VTrans on the review of the contractor's pricing for extra work and the subsequent change order. The project was contracted following the Construction Manager/General Contractor (CMGC) process. *Client: VAOT; Taylor Waring (RE)*

Albany Port District Commission. 04/18-09/18. Mr. Hoyne provided expert guidance to the APDC as they navigated a notice of claim for a construction delay alleged by the contractor. *Client: Albany Port District Commission*

FHWA Bridge Preservation Expert Task Group. Mr. Hoyne is supporting the BPETG as the principal author for the communication plan, facilitation services for the development of the strategic plan, and co-author for several of the technical guides promoting preservation such as the Bridge Washing, the Removal and Replacement of Bridge Coatings and Deck Patching guides.

National Highway Institute. Mr. Hoyne is a certified instructor teaching three courses for NHI including 130053 Bridge Inspection Refresher, 134067 Inspection of Bridge Rehabilitation Projects, and 130091B Underwater Bridge Repair and Countermeasures. In

addition, Mr. Hoyne is the subject matter expert for a new 6-hour web-based training (WBT) for construction inspectors and developed the technical content for the lessons.

National Cooperative Highway Research Program (NCHRP) Mr. Hoyne is a subject matter expert for the 23-05 Guidance for Training and Certification of Construction Inspectors for Transportation Infrastructure and for Synthesis 52-06 Agency Use of Quality Control Plans for Administering Quality Assurance Specifications.

Prior Firm Experience

AASHTO Subcommittee on Construction, Vice Chair, 2010-2017**.** Responsibilities included the development of the annual work plan, managing the committee functions in preparation and support of the annual meeting and providing support for the Chair and AASHTO committee liaison with committee matters.

Vermont Agency of Transportation (VTrans), Montpelier, VT. 2014-2017. Director, Construction & Materials Bureau. This position manages the Construction, Materials and Geotechnical Engineering Sections of VTrans. The Director has full responsibility for the leadership and management oversight of the Bureau, including budgetary, planning, policy, quality, and performance. The Bureau consists of a staff of 118 engineers and technicians and manages an annual budget of $200M; it augments the workforce with consultant personal services contracts for construction inspection, plant inspectors and geotechnical engineering services.

Secured $3M in funding for the Construction Management System replacement project, a project that spans estimating, proposal preparation, procurement, contract management, Civil Rights, and material management, which will replace the current client server versions with vendor hosted web-based applications.

Commissioned the new Materials Testing Laboratory with full AASHTO accreditation, deployed the Hamburg Wheel testing equipment, developed the recommendation to use polymer modified asphalt exclusively to counter premature wheel path erosion, and deployed a dashboard and reconciliation process to bring predictability and accountability to the material acceptance program.

Negotiated the global settlement for the $60M Brattleboro Bridge to Nature DB Contract, resolving multiple complex claims, differing site conditions, extreme weather events, liquidated damages and the revised no excuse completion date.

Represented VTrans as the SME in a false claim investigation and provided expert testimony as VTrans 30(b)(6) witness for a complex differing site conditions claim.

Vermont Agency of Transportation (VTrans), Montpelier, VT. 2004-2005. Southwest Regional Construction Engineer. This is a full management position within the Construction Section responsible for the oversight of the Southwest Region.

Supervision of the engineering, inspection, documentation, and administration of the contracts assigned to the Southwest Region.

Oversaw construction of the Western Segment of the Bennington Bypass.

Acted as the Construction SME for the rewrite of the Standard Specification for Highway Construction book.

Vermont Agency of Transportation (VTrans), Montpelier, VT. 2000-2003. Bridge Management Engineer. This is a full management position responsible for the oversight of the Bridge Management System, the Bridge Inspection Program, and the Steel Fabrication Inspection Program.

Manage and guide the application of the Bridge Management System (PONTIS) to Vermont's network of bridges, including the Interstate, State and Town Highway Bridge Programs.

Provide full oversight of the Bridge Inspection Program (NBIS) in accordance with Federal standards for inspections and reporting of data.

Provide full oversight of the Overload permit review process for weight and height restrictions on Vermont's bridges.

Provide full oversight of the Steel Fabrication Inspection program, including all structural steel, bearing, bridge railing and welding procedures for Agency projects.

Provide full oversight for municipal and private utility projects when bridges are involved.

Provide technical assistance to municipalities and Operations forces looking to preserve or rehabilitate structures.

Serves as Project Manager for emergency repair projects.

Prepares reports and makes presentations to Executive Staff, Legislative Committees, and other public groups regarding the status of the Bridge Program, new initiatives and bridge condition forecasts.

Vermont Agency of Transportation, Montpelier, VT. 1996-1999. Pavement Management Program Engineer. This is a Project Manager level position responsible for the development of the annual Class 1 Town Highway, State System, and Interstate paving programs.

Manage and guide the application of the Pavement Management System (dTIMS) to Vermont's network of highways.

Develop a Preventive Maintenance program that includes securing Federal participation, project selection, and material & specification requirements.

Manage the Paving Programs needs for the STIP and TIP process and program new projects.

Administrate the Paving budget by determining program categories to meet Program goals, monitor expenditure profiles, obligational authority, and prepare necessary reports and documentation.

Supervise Pavement Condition Survey team and the Database Administrator positions.

Develop the final project specific recommendation, scope of work and cost.

Oversee project testing using the Falling Weight Deflectometer, Mays Meter, and coring equipment.

Manage the Level and Seal program including budgeting, project selection, recording production rates and costs for use with the Pavement Management System.

Develop the Pavement Management Annual Report; assist with policy development and review, including the Strategic Overview for the program.

Vermont Agency of Transportation, Montpelier, VT. 1989-1996. Bridge Designer. A full production engineer responsible for managing multiple projects from inception through to construction.

All phases of design and preparation of contract plans for complicated bridge projects.

Conduct Public Informational Meetings for bridge projects.

Conduct preliminary site visits to establish scope of work, potential alignments and environmental constraints.

Designed the first two span prestressed voided slab continuous for live load at VTrans.

Designed and load rated several historic steel truss bridges for use on highways and shared use paths.

Designed and load rated covered bridges for continued highway use.

Deployed seismic bearings to distribute loadings to existing foundations from new continuous superstructure.

Served as Chair of the Structures Design Manual and oversaw a complete rewrite of the document.

Publications

- New England Transportation Consortium (NETC) Committee member on Thin Pavement Sections using Geogrids and Drainage GeoComposites
- National Cooperative Highway Research Program (NCHRP) Topic 47-09 panel member for Practices for Establishing Contract Completion Dates for Highway Projects.
- NCHRP Task 386 panel member for the Update of the AASHTO 2008 Guide Specifications for Highway Construction.
- NCRHP 20-68A- US Domestic Scan Program scan team member for Scan 15-01 Developing and Maintaining Construction Inspection Competence.
- NCHRP 10-99 D02 panel member for the Guidebook for Implementing Constructability across the Entire Project Development Process: NEPA to Final Design.

Volunteer

- Member of the Engineering Advisory Committee for Vermont Technical College. 2013-Present
- Norwich University; member of the Engineering Advisory Board, Board of Fellows. 2000-2008
- Capital Soccer Club; member of the Board of Directors. 2008-2014
- Town of Fayston; past member of the Town Planning Commission. 2000-2004
- Town of Fayston; past town representative to the Central Vermont Regional Planning Commission.1995-1999
- Fayston Elementary School; past Co-Chair of Winter Sports Committee. 2006-2010

Thank You

About GPI: Founded in 1966, GPI is a leading engineering consulting firm that specializes in the innovative design and construction of transportation infrastructure and building projects. Our experts provide comprehensive engineering, design, planning and construction inspection services to a wide variety of government agencies, municipalities, institutions, industries, corporations, private organizations, and developers.

Our Expertise: Alternative Project Delivery, Bridges, Building Systems (MEPS), Civil/Site, Construction Inspection, Corrosion Protection, Environmental, Geospatial, Highways, Intelligent Transportation Systems, Marine, Planning & Consulting, Technology, Traffic & Safety, Water

Technical Proposal for Construction Inspection Services

Londonderry Spring Hill Road Culvert Replacement Project

Town of Londonderry, Vermont

Submitted By:

Chuck Riccardi, PE
Senior Engineer
MSK Engineers
criccardi@mskeng.com
(802) 613-7713

Submitted To:

Matt Bachler
Municipal Project Manager
Windham Regional Commission
mbachler@windhamregional.org
(802) 257-4547

Issue Date:

December 16, 2025

Submission Date:

January 16, 2026

MSK ENGINEERS

BENNINGTON – BURLINGTON – WEST LEBANON
PO Box 139 | 150 Depot St | Bennington, VT 05201
(802) 447-1402 | www.mskeng.com

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January 16, 2026

Matt Bachler
Municipal Project Manager
Windham Regional Commission
mbachler@windhamregional.org
(802) 257-4547

Re: Proposal for Construction Inspection Services – Spring Hill Road Culvert Replacement Project
VTrans Town Highways Structures Grant #BC2084 & Transportation Alternatives Program Grant TA 23(23)

Dear Matt,

On behalf of MSK Engineers, I am pleased to submit our proposal in response to the Windham Regional Commission's (WRC) Request for Proposals (RFP) for Construction Inspection Services for Spring Hill Road Culvert Replacement Project in the Town of Londonderry, Vermont. We appreciate the opportunity to support the Municipality on this federally funded project, which involves the replacement of the existing 72-inch culvert on Spring Hill Road (TH #41) at Eddy Brook with a new 20-foot box culvert and associated site work.

Our team is highly experienced in construction inspection, documentation, materials testing coordination, and federal-aid project compliance. We bring strong familiarity with VTrans standards and procedures, including the VTrans Construction Manual, Quality Assurance Program, Materials Sampling Manual, Standard Specifications for Construction (2024), and the Work Zone Safety & Mobility Policy. Our approach is fully aligned with the expectations outlined in the RFP, including comprehensive oversight, diligent daily reporting, traffic control verification, coordination with the Design Engineer and MPM, and full compliance with all local, state, and federal requirements. MSK reviewed the VTrans January 2026 DBE list and found that there are no applicable enterprises that would eligible for subcontracting based upon the scope of work requested in the RFP.

We understand that the selected consultant will serve as the primary representative for the Town during construction, providing consistent on-site presence, bi-weekly progress meetings, materials inspection coordination, development of as-built plan markups, documentation of pay quantities, and support through final inspection and project closeout. Our proposed staff—detailed in the accompanying Technical Proposal—bring the technical expertise, certification credentials, and field experience required to successfully fulfill these responsibilities. Our management team will include myself and Nicholas Ratzer, who will oversee the logistics and compliance aspects of the project, in a similar fashion as we have recently performed with WRC for the Town of Whitingham Municipal Culvert Replacement Project.

We have a proven record of successful delivery on similar VTrans-funded municipal projects, and are fully prepared to support the Town of Londonderry throughout the anticipated construction window, scheduled to be completed by November 30, 2026. We are committed to providing clear communication, thorough documentation, proactive issue resolution, and consistent representation of the Town's interests.

Thank you for considering our proposal. We look forward to the opportunity to collaborate on this important infrastructure improvement for the Londonderry community. Please feel free to contact me at any time with questions or requests for additional information.

Sincerely,

Chuck Riccardi, PE
Senior Engineer
MSK Engineers
criccardi@mskeng.com
(802) 613-7713

I. FIRM OVERVIEW

People-First Engineering

We are a privately-owned Vermont-based multidisciplinary civil engineering consulting firm that has been developing and improving the critical physical resources that communities depend on for over 30 years. We serve the public, nonprofit, and private sectors, and we specialize in supporting our clients throughout all stages of the infrastructure development process that accompany revitalization and redevelopment.

Our Professional Services Include:

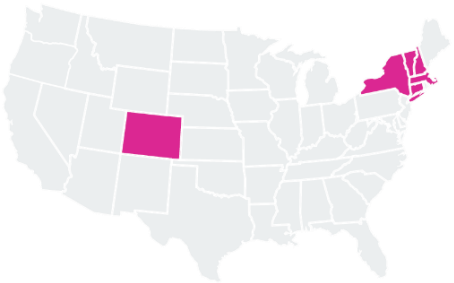
- **Civil/Site**
- **Construction Administration**
- **Financial Planning**
- **Geotechnical**
- **Permitting & Planning**
- **Stormwater Management & Design**
- **Survey & Mapping**
- **Water & Wastewater System Design**

Our Philosophy

Founded in 1993, our mission has always been to advance infrastructure that helps communities thrive by keeping people **safe, healthy, and connected.**

As multidisciplinary professionals, we provide support throughout the entire project lifecycle. This includes leading scoping studies, developing project budget and conceptual designs, overseeing design development and construction, survey and deed research, management of state and federal funding, and providing support to help navigate Vermont's multiple permitting processes in order to maintain compliance. We strive to create opportunities that enhance community health and promote economic revitalization. Whether it be downtown redevelopment, recreation trail improvements, affordable housing site design, or water system upgrades to provide clean drinking water to all citizens, we design infrastructure that makes life better.

We are currently licensed in **CO**, **CT**, **MA**, **NH**, **NY**, and **VT**



Our Offices:

Burlington
1 Lawson Lane
Suite 320
Burlington, VT
05401

West Lebanon
93 South Main St
Suite 203A
West Lebanon, NH
03784

Bennington
150 Depot St
Bennington, VT
05201

Markets We Serve:

- Industrial
- Commercial
- Institutional
- Municipal
- Nonprofit
- Private
- Public

Our History

We were founded in 1993 as a small locally focused firm providing high-quality civil engineering, survey, and construction administration services out of offices in Bennington and Shaftsbury, Vermont. In 2014, the company moved into the historic Bennington Station building, a former rail depot built at the turn of the twentieth century. In 2015, civil engineer (now owner and president) Jason Dolmetsch bought the practice after 17 years with the company. He guided MSK's growth that was sparked by several major municipal water system projects in the Bennington region.

Still headquartered in Bennington, with a growing number of offices in Vermont and New Hampshire, our engineers design and administer hundreds of municipal infrastructure projects throughout the greater New England area. Our growing staff of 45+ engineers, technicians, interns, and operational specialists enable us to provide a diverse background and wide range of technical skills and experiences, allowing us to tailor our teams to each client and project's specific needs.

Our Services

Civil/Site
Our civil engineers help clients prepare sites for new development and redevelopment with grading plans, utility connection design, and stormwater site plans. We also provide clients with transportation design services for parking lots, sidewalks, roadways, and public bicycle-pedestrian paths. We have deep experience carrying out large-scale outreach campaigns to cultivate public support for infrastructure projects, a critical component of successful public works.

Drinking Water Systems
Our environmental engineers ensure that clients have safe, clean drinking water and that wastewater is properly transported to treatment facilities. We design pump stations, water distribution and community wastewater systems, conduct environmental site assessments, and develop mitigation and treatment plans for a wide range of contaminants found in water and soil. We are currently leading the state of Vermont in Lead and Copper Rule compliance.

Contract Administration & Construction Observation
We provide full construction administration services, including quantity tracking, contractor coordination, and oversight of contract compliance. Our staff engineers and project managers develop contract documents and provide guidance and oversight of construction administration and inspection activities across many sites, managing effective communication with the public, contractors, the municipality, and colleagues while meticulously ensuring that the construction requirements are implemented at every stage.

Geotechnical
Our geotechnical engineers provide feasibility studies, subsurface investigations, and design to support the development of new infrastructure and help prolong the life of existing structures. We help clients prioritize safety first while balancing longevity and cost. Our work includes dam inspection, evaluation, and design; slope evaluation and stabilization; construction monitoring; and the inspection and design of retaining walls.

Financial Management & Planning
We place financing at the center of project development by identifying and helping clients capture funding sources early on, and have extensive experience with a variety of state and federal funding sources including DWSRF, CWSRF, and DEC. We develop phased capital improvement plans, assist with the application for state and federal funding sources, and identify other creative, effective funding arrangements. We have also assisted municipal clients with the financial management of construction escrow accounts, a service overseen by our finance director, who contributes her 15-plus years of experience in accounting for institutions and businesses.

Permitting

Laws and regulations to protect the environment and the public interest are a core component of both new development and site reuse. Our senior permitting expert helps our clients navigate complex local, state, and federal regulations and permitting requirements to facilitate timely, cost-effective projects. We also develop long-term relationships with our clients to help them plan for site upgrades, improvements, and continued compliance as their business needs and the regulatory environment change over time.

Survey

Our in-house licensed survey team—headed by our Chief of Survey, who has more than a decade of professional surveying experience—allows us to provide responsive, timely client service before, during, and after the construction phase. We conduct existing conditions surveys to support design, carry out deed research, and conduct boundary surveys to inform legal contracts governing land use and land ownership. Our survey team works across scales, from individual residential properties to institutional campuses spanning hundreds of acres, supporting easement development, infrastructure siting, and matters of public safety.

II. PROJECT UNDERSTANDING

The Town of Londonderry is advancing the Spring Hill Road Culvert Replacement Project to replace the existing 72-inch culvert at Eddy Brook with a new 20-foot box culvert and complete all associated roadway, drainage, traffic control, and environmental protection work. As a federally funded, municipally managed project developed through the VTrans Municipal Assistance Section (MAS), the work requires a high level of construction oversight, materials verification, documentation, and compliance with both State and Federal requirements. The consultant selected for Construction Inspection Services will serve as the Town's on-site representative throughout the construction period, acting as the critical link between the contractor, the Municipal Project Manager (MPM), the Design Engineer, and VTrans program staff.

We understand that successful delivery of this project will depend on consistent, knowledgeable inspection that ensures the contractor's work conforms to the approved contract plans, VTrans Standard Specifications for Construction (2024), project-specific special provisions, environmental permits, and all applicable Federal regulations. Given the location and nature of the work—requiring waterway management, erosion control, traffic coordination, and strict adherence to safety standards—maintaining thorough oversight and clear documentation will be essential to protecting the Town's interests and ensuring quality construction.

The Construction Inspector must provide daily on-site presence during active construction activities; maintain complete and accurate Daily Work Reports; measure and verify pay quantities; document contractor operations through photographs and written records; and immediately report issues, deviations, or safety concerns to the MPM and Design Engineer. Additionally, the inspector must coordinate all materials sampling and acceptance testing through a qualified independent laboratory and verify that all materials conform to VTrans' Quality Assurance Program and Materials Sampling Manual requirements. The inspector is also responsible for tracking utility adjustments, traffic control performance, erosion and sediment control compliance, and the development of accurate as-built information throughout the project.

The project also carries important federal compliance responsibilities, including the review of certified payrolls, documentation of contractor and subcontractor employee interviews, monitoring of prompt-pay adherence, and coordination with VTrans Civil Rights staff if corrective actions are required. Our understanding of these requirements allows us to manage them proactively, ensuring the Town remains compliant throughout construction.

Finally, we recognize that the project will be bid in early 2026 with construction to be completed by November 30, 2026. Within this schedule, consistent communication, clear documentation, and responsive issue resolution will be crucial to keeping the project moving efficiently. Our team is prepared to support the Town from pre-construction through final inspection and project closeout, delivering reliable, thorough, and compliant construction inspection services that reflect the technical expectations and public interests represented in this RFP.

III. PROJECT APPROACH

Our approach to providing Construction Inspection Services for the Spring Hill Road Culvert Replacement Project is designed to ensure compliance with all VTrans MAS requirements, protect the Town's interests, maintain project quality, and facilitate efficient, uninterrupted construction progress. Our methodology emphasizes proactive communication, comprehensive inspection coverage, precise documentation, and thorough coordination with all project partners.

Project Approach

We approach this assignment by serving as the Town's on-site representative, maintaining a consistent field presence during contractor operations, and ensuring all work conforms to the plans, specifications, permits, and federal requirements. Our methodology relies on:

- Early and continuous communication with the Municipal Project Manager (MPM), Design Engineer, and contractor.
- Systematic daily inspection combined with real-time documentation.
- Proactive issue identification and resolution.
- Strict adherence to VTrans policies, MAS procedures, federal aid rules, and safety standards.
- Transparent, defensible recordkeeping that supports pay quantities, contract modifications, and final project certification.

This structured, disciplined approach allows us to minimize risk, prevent delays, and ensure the Town receives a durable and compliant finished product.

Pre-Construction Preparation

Before the contractor mobilizes, we:

- Review all plans, specifications, special provisions, permits, and project documents.
- Attend and help facilitate the pre-construction conference.
- Establish communication protocols with the MPM, design support team, VTrans representatives, and contractor.
- Confirm Dig-Safe notifications, utility coordination needs, testing requirements, and material submittal procedures.
- Develop inspection checklists, testing schedules, documentation templates, and site-specific safety review practices.
- Review and prepare for the initial Traffic Management Plan (TMP) checklist and Work Zone Safety & Mobility expectations.

This preparation sets the foundation for orderly construction and consistent oversight.

Construction Inspection Methodology

During active construction, we maintain on-site presence whenever contractor or subcontractor work is underway. Our inspection method includes:

- Monitoring work for conformance with plans, line/grade, erosion controls, and environmental permits.
- Documenting field activities with Daily Work Reports (DWRs), annotated photographs, and verified pay quantities.
- Tracking materials delivered and installed, verifying pre-approved status, and initiating required testing.
- Observing and documenting traffic control placement, maintenance, and compliance with the TMP and MUTCD.
- Tracking utility relocations and developing as-built notes throughout the project rather than waiting until the end.
- Performing joint inspections with the contractor and MPM for substantial completion and punch lists.

By inspecting continuously and documenting thoroughly, we identify potential issues early and prevent costly rework.

Materials Testing & Quality Assurance

Consistent with VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) requirements, our approach includes:

- Coordinating with and subcontracting a qualified independent laboratory for acceptance testing.
- Reviewing all test reports and certifications for compliance before forwarding them to the MPM.
- Checking that material sources and fabrication meet contract requirements.
- Ensuring all certifications, pre-approved lists, and records are properly maintained.

This ensures that materials meet specifications and support accurate final documentation.

Compliance Monitoring & Documentation

We integrate federal and state compliance throughout the project by:

- Reviewing certified payrolls and conducting EEO interviews.
- Monitoring contractor adherence to prompt-pay regulations.
- Coordinating with VTrans Civil Rights staff if corrective actions are needed.
- Maintaining complete field files in accordance with MAS and VTrans recordkeeping standards.
- Preparing independent cost analysis for change orders and assisting the Town with review and processing.

All documentation is prepared to be audit-ready and defensible.

Communication & Coordination

Clear, frequent communication is central to our methodology. We:

- Provide regular updates to the MPM on progress, concerns, and anticipated changes.
- Participate in bi-weekly construction status meetings.
- Coordinate with the Design Engineer for RFI resolution, field changes, and design clarifications.
- Immediately notify the Town of accidents, unusual conditions, or deviations from contract requirements.

This ensures transparency and helps the Town make timely, informed decisions.

Project Closeout & Final Documentation

At project completion, we:

- Conduct final inspections with the MPM, Design Engineer, VTrans, and contractor.
- Prepare and submit the Work Zone Safety & Mobility Closeout Report.
- Verify final quantities, resolve outstanding pay items, and complete project certification.
- Finalize marked-up as-built plans.
- Provide all required documentation for audit, payment, and closeout.

Our goal is to prepare a complete, organized closeout package to streamline final reviews and ensure full compliance.

IV. SCOPE OF SERVICES

Our team will provide comprehensive Construction Inspection Services to support the Town of Londonderry throughout the full duration of the Spring Hill Road Culvert Replacement Project. The following Scope of Services reflects the tasks and responsibilities outlined in the RFP and demonstrates our commitment to delivering complete, compliant, and high-quality oversight.

Task 1 – Project Administration

We will serve as the Town's primary field representative, managing communication, coordination, and documentation for the project. Administrative services include:

- Acting as the primary point of contact for the Municipal Project Manager (MPM), Design Engineer, VTrans MAS staff, and the Contractor.
- Maintaining ongoing communication with the MPM, including regular updates and immediate escalation of urgent project matters.
- Attending and coordinating project meetings, including pre-bid (if requested), pre-construction, bi-weekly Construction Status meetings, and final inspection. Our proposal reflects a five (5) week construction duration which is based on our knowledge of similar projects. Based on this project duration, a total of four (4) on site project meetings is included in our proposal.
- Providing meeting agendas and minutes.
- Thoroughly reviewing contract plans, specifications, estimates, special provisions, permits, and related documents prior to construction activities. Bid opening, analysis, and contractor selection will be provided by others as it is not specifically requested in the RFP.
- Preparing complete Daily Work Reports documenting contractor activities, pay item quantities, labor and equipment usage, weather conditions, and site observations.
- Maintaining an organized photographic record documenting progress, site conditions, installed work, and any deviations.
- Reviewing contractor requestions, submittals, and proposed changes; preparing and coordinating change orders. Submittals associated with structural components will be provided to the Engineer of Record for formal review and approval.
- Preparing bi-weekly progress payment estimates and supporting documentation.
- Maintaining project files, certificates, material records, correspondence, and all project documentation in accordance with VTrans requirements.
- Providing final certification that the project was constructed in accordance with the contract documents, subject to approved revisions.
- Reviewing contractor requests, submittals, and proposed changes; preparing and coordinating change orders. Submittals associated with structural components will be provided to the Engineer of Record for formal review and approval.

Task 2 – Construction Inspection

We will maintain on-site presence during active construction operations to verify compliance with project plans, specifications, permits, and safety standards. Our proposal reflects a five (5) week construction duration which is based on our knowledge of similar projects. Inspection responsibilities include:

- Maintain a presence on the project during times when contractor and subcontractor activities are underway.
- Check that the contractor complies with all construction contract requirements, Town of Londonderry permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.
- Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section.
- Tracking of any utility relocation and plotting of final facility locations on the final as-built plans.
- Erosion control monitoring in accordance with applicable permits.
- Review and verify traffic control activities.
- Development of final as-built plans by marking up a set of contract plans.
- Check that completed work complies with the plans and specifications, utilizing measuring tape, hand level, measuring wheel, and camera to review dimensions and layout. MSK offers a comprehensive survey department that can accommodate requests for additional survey services.
- Wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.
- Provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.
- Inspect work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.
- Be familiar with the most recent edition of the Work Zone Safety & Mobility Policy and Guidance document.
- Discuss final Traffic Management Plan (TMP) checklist and any final detailed TMP components at the pre-construction conference.
- Be responsible for verifying that traffic control devices and measures are in place and consistent with the TMP checklist, special provisions, temporary traffic control (TTC) plan along with documenting any routine reviews in the Daily Work Report (DWR).
- Coordinate on-site Work Zone Safety and Mobility reviews periodically throughout the project. Any modifications agreed to during any coordinated on-site review shall be documented by the RE/CI in the Daily Work Report.
- At project completion, complete a project Work Zone Safety and Mobility review using the Closeout Report and submit this report to the municipality and VTrans.

Task 3 – Materials & Equipment Inspection and Testing

We will ensure that all materials and equipment incorporated into the project meet VTrans specifications and federal-aid requirements. Services include:

- Check that fabrication and testing occur in accordance with contract documents and VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) requirements.
- Verifying that all materials are on the VTrans Preapproved Material Lists or on the List of Materials with Advanced Certification.
- Recording and organizing all materials certifications, test results, and supporting documentation.
- Reviewing all material test reports for completeness and forwarding them to the MPM with recommendations on acceptability.
- Coordinating and overseeing acceptance testing performed by an independent VTrans-approved testing laboratory. Compliance testing consists of three (3) visits for compaction testing of installed materials with a nuclear density gauge. Testing will include aggregate fill, road base, and paving.

Task 4 – EEO, Labor, and Civil Rights Compliance

We will support the Town's federal compliance obligations through:

- Reviewing and documenting certified payroll submissions for accuracy and compliance.
- Conducting EEO interviews with contractor and subcontractor employees.
- Collect information from contractor regarding conformance to prompt-pay requirements.
- Coordinating with the VTrans Civil Rights Section when issues arise and assisting in follow-up corrective actions.
- Maintaining records of all compliance activities in accordance with federal audit standards.

Deliverables

At a minimum, our team will prepare and deliver the following:

- Daily Work Reports with photos and quantity tracking
- Bi-weekly progress payment applications
- Traffic control and erosion control documentation
- Materials and testing logs, certifications, and reports
- Meeting agendas, minutes, and coordination notes
- Change order documentation
- Marked-up as-built contract plans.
- Work Zone Safety & Mobility Closeout Report
- Final inspection documentation and project certification package

V. PROJECT TEAM

Our project team brings the technical expertise, field experience, and regulatory understanding necessary to successfully deliver the Spring Hill Road Culvert Replacement Project. We have assembled a focused group of professionals who are thoroughly familiar with VTrans construction procedures, federally funded project requirements, and the documentation standards mandated under the MAS program. Each team member is selected for their proven ability to provide consistent on-site inspection, thorough quality assurance oversight, and proactive communication with municipal and state partners. Detailed resumes for each team member are provided in Appendix A.

Chuck Riccardi PE
Senior Engineer
Primary Point of Contact

Chuck joined MSK in 2024 and is a key contributor to our construction administration, civil, environmental remediation, and geotechnical engineering practice areas. He has over 20 years of management experience that includes stakeholder engagement, construction administration, project management, developing contract documents, constructability reviews, contractor coordination, oversight of contract compliance, quantity tracking, and inspection activities across many sites.

He has provided guidance, mentorship, and administration of construction and inspection activities across a variety of projects including stormwater improvements, culverts, waterlines, water treatment plants, site development, skateparks, athletic fields, pedestrian parks, and various slope stabilization and remediation projects.

On this project, Chuck will be the primary point of contact ensuring timely coordination between the municipality, design team, contractor, and stakeholders. Chuck will facilitate smooth information flow, resolve emerging questions, and support seamless project execution from start to finish.

Nicholas Ratzer
Staff Engineer
CA Oversight

Nicholas has over 10 years of project management experience in both the field and in the office, providing design, funding, and construction oversight for institutional site development projects as well as municipal improvement projects. He joined MSK in 2016 initially as a construction inspector and field survey crew member and now is responsible for overseeing multimillion dollar contracts. He specializes in contract compliance oversight on high-value projects in the public eye; roadway rehabilitation and reconstruction inspection; and compliance with regulations governing environmental, archaeological, and historic resources.

He is currently managing the Town of Bennington's multiphase bike/pedestrian path (Bennington STP BP15(2) 02/03/2026 & Bennington TAP TA22(9)) in coordination with VTrans. Through close collaboration with the Town and VTrans, the project has cleared multiple funding and environmental challenges and implemented unique design aspects to alleviate environmental impacts.

Nicholas will provide construction administration oversight for this project, ensuring adherence to plans, specifications, and regulatory requirements while coordinating closely with the design team, contractor, and municipal representatives.

Will Praetorius
Field Technician

Will brings over 20 years of hands-on construction and inspection experience to the team. Since joining MSK in 2024, Will has supported construction administration and observation for water system upgrades, lead service line replacements, and environmental remediation projects throughout Vermont and Eastern New York. His responsibilities have included contract document reviews, contractor coordination, compliance oversight, and daily site inspections. Will's extensive background as a business owner and construction professional ensures a practical, detail-oriented approach to fieldwork. His recent work on a challenging culvert replacement adjacent to Route 100 in Jacksonville, VT demonstrates his ability to deliver high-quality results in complex, community-focused projects.

On this project, he will serve as the on-site field technician, responsible for site inspections, contractor coordination, and compliance oversight ensuring field activities meet project specifications.

Nachiket Ghodekar
Staff Engineer
Field Crew

Nachiket is a key contributor to our construction administration practice area. He supports our team in field observation, daily reporting, preparation of pay applications and change orders, drafting of plans and specifications, preparation of construction documents, design calculations, submittal reviews, and quantity estimations. Nachiket has served as the lead observer for utility and stormwater infrastructure systems throughout Vermont, ensuring compliance with regulatory requirements.

On this project, Nachiket will be part of the field crew, providing on-site support and expertise throughout construction.

VI. RELEVANT EXPERIENCE

Our team brings extensive experience providing construction inspection, documentation, and quality assurance services for municipally managed, VTrans-funded transportation projects throughout Vermont. We have supported towns and regional partners on culvert replacements, roadway improvements, drainage upgrades, and waterway infrastructure projects that require strict adherence to VTrans Standard Specifications, the Municipal Assistance Section (MAS) procedures, and federal requirements. Our inspectors and project managers have a strong track record of delivering clear documentation, proactive communication, and reliable field oversight that protects municipal interests and ensures compliance with state and federal standards. This experience positions us well to support the Town of Londonderry through the successful completion of the Spring Hill Road Culvert Replacement Project.

Northam Road *Shrewsbury, VT*
MSK provided comprehensive design and permitting services for the replacement of an undersized and deteriorating culvert located beneath an active roadway in Shrewsbury, VT. The project includes a full suite of services such as geotechnical investigation, site survey, design development, permitting assistance, and bid phase support. Geotechnical work involved site exploration, subsurface testing, and engineering analysis, while survey efforts document existing topography and infrastructure. The team is also supported permitting processes and managed the bid phase to ensure a smooth transition into construction. The project is presently in the construction administration phase with MSK providing on-site construction inspection, coordination of all project meetings, preparation of pay applications, change orders, and responding to RFIs to ensure a safe, efficient, and environmentally responsible culvert replacement for the Town.

Client Contact:
Aaron Korzun, Former Chair, Town of Shrewsbury
9823 Cold River Road, Shrewsbury, VT (802) 492-3362

Whitingham Culvert Replacement Whitingham, VT
With funding assistance from the Windham Regional Commission and the Flood Resilient Communities Fund (FRCF), MSK provided permitting, design, and construction administration services for the removal of an undersized and deteriorating culvert and adjacent bridge located at the Town of Whittingham Municipal Center. The project included geotechnical investigation, site survey, design development, permitting assistance, coordination of utility relocations, bid phase support, and construction administration. Geotechnical work involved site exploration, subsurface testing, and engineering analysis. Survey efforts documented existing topography and infrastructure. MSK's design included replacement culvert & retaining wall design, site grading, ADA compliance, and traffic management. MSK is currently performing construction administration services to complete this important flood resiliency project.

Client Contact: Gig Zboray**,** Town of Whitingham
gig@whitinghamvt.org (802) 368-7500

Podunk Culvert Replacement Hartford, VT
MSK is actively progressing through multiple phases of a culvert replacement project, beginning with a project kick-off meeting to align goals and expectations. The team has completed topographic survey and base mapping to capture existing site conditions and inform the design process. Conceptual and preliminary plans are underway, along with environmental permitting efforts to ensure regulatory compliance. MSK is also supporting the right-of-way and property acquisition process, while advancing toward final design and bid-ready plans to prepare the project for construction.

Client Contact:
Christopher Holzwarth, Hartford Vermont Department of Public Works
cholzwarth@hartford-vt.org (802) 295-3622

VII. EQUIPMENT TOOLS & RESOURCES

Our team is fully equipped to perform the comprehensive inspection, documentation, and oversight responsibilities required for the Spring Hill Road Culvert Replacement Project. We maintain all necessary field tools, testing coordination resources, and technology to ensure accurate, consistent, construction inspection services. Because the RFP specifies that no field office will be provided for this project, our team is prepared to operate efficiently and independently in the field.

We provide the following equipment, tools, and resources to support project delivery:

- **Field Inspection Tools:** Measuring tape, hand level, measuring wheel, and camera to review dimensions and layout. MSK offers a comprehensive survey department to accommodate any requests for additional survey services.
- **Digital Documentation Equipment:** Rugged tablets or laptops for real-time preparation of Daily Work Reports, field notes, photography, and quantity tracking.
- **High-Resolution Cameras:** Used to document construction activities, site conditions, erosion control installations, traffic control setups, and pay-item progress.
- **Safety Gear:** Full personal protective equipment (PPE), including hard hats, steel-toe boots, traffic vests, gloves, and eye/ear protection to maintain full compliance with VTrans and OSHA safety protocols.
- **Traffic Control Review Tools:** MUTCD-compliant checklists, TMP review forms, and field tools used to verify proper signage, taper lengths, and device placement.
- **Materials Tracking Resources:** Digital logs, certification tracking sheets, and documentation systems aligned with VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) requirements.
- **Testing Coordination Infrastructure:** Established relationships and communication pathways with VTrans-approved independent testing laboratories to ensure timely sampling, reporting, and acceptance verification.
- **Cloud-Based Data Management:** Secure platforms for storing, organizing, and transmitting project files, including DWRs, photos, materials certifications, reports, and meeting documentation.
- **As-Built Development Tools:** Mark-up software and field equipment used to capture and track changes throughout construction for accurate final as-built preparation.

These resources enable us to work efficiently, maintain complete and accurate records, and ensure the Town receives a thorough and compliant inspection program that meets all VTrans Municipal Assistance Section requirements.

APPENDIX A. STAFF RESUMES

Chuck Riccardi, PE
Senior Engineer

CHUCK RICCARDI, PE is a key contributor to our construction administration, civil, environmental remediation, and geotechnical engineering practice areas. He has over 20 years of management experience that includes stakeholder engagement, construction administration, project management, developing contract documents, constructability reviews, contractor coordination, oversight of contract compliance, and inspection activities across many sites. He provides guidance, mentorship, and administration of construction and inspection activities across a variety of projects including stormwater improvements, culverts, waterlines, water treatment plants, site development, athletic fields, pedestrian parks, a skate park, and various slope stabilization and remediation projects for Vermont's water systems.

Contact
(802) 613-7713 | criccardi@mskeng.com

Experience
1 year with MSK, 20 years with other firms

Education
- MS, Civil Engineering/Geotechnical
- BS, Civil Engineering
  University of Massachusetts, Amherst, MA

Certifications & Trainings
- NYCDDC Watermain Inspection
- Natural Shoreland Erosion Control
- OSHA 10 Construction Training
- OSHA 30 Construction Supervisor
- OSHA 40 HAZWOPER

Licensure
- Registered Professional Engineer
  New York, Vermont, Massachusetts

CULVERTS

Whitingham Municipal Center Culvert, *Jacksonville, VT*
- Provided design support, constructability analysis, and construction administration for a 56 ft long x 16 ft span precast box culvert replacement project that included utility relocations, temporary traffic controls, bypass pumping, removal of existing culvert and bridge structures, modular retaining wall construction, new curb and concrete sidewalks, roadway reconstruction, asphalt paving, guardrails, and restoration.
- Prepared bid documents, technical specifications, bid solicitation, bid analysis, and certified bid results.
- Performed construction administration services including managing all project meetings, oversight of resident project representatives, testing, review of submittals, pay applications, change orders and responded to RFIs. Assisted Town with documentation required for grant compliance.

Northam Road Culvert, *Shrewsbury, VT*
- Provided design support and constructability analysis for a precast box culvert replacement project that includes temporary traffic controls and detour plans, removal of existing structures, culvert replacement, roadway reconstruction, asphalt paving, new guardrails, and restoration.
- Prepared bid documents and technical specifications. Administered the bid soliciation and bid opening.
- Currently performing construction administration services.

Kelsey Road Culvert Replacement, *Sheffield, MA*
[Prior to MSK]
- Served as Project Manager for the construction of this $1.15M culvert replacement project including full traffic detour, temporary erosion controls, sheet pile cofferdam installation, demolition of existing structure, installation of new 16 ft span precast culvert and wingwalls, restoration of the natural streambed, installation of dry hydrant, and full roadway reconstruction.
- Responsible for all project management including site safety, crew and equipment scheduling, subcontracts and subcontractor coordination, client relations, compliance with permits, and overall construction.

SITE CIVIL

Bennington Skatepark, *Bennington, VT*
- Assisted stakeholders with contractor qualification review and contractor coordination for the transformation of an existing parking lot into a skatepark.
- Supported the MSK design team with sitework design reviews, constructability analysis, material takeoffs, and opinions of probable cost.

Welling Field, *North Bennington, VT*
- Supported the design of the reconfiguration and reconstruction of a local athletic field into multi-purpose athletic fields which included field layout and grading, cut/fill analysis, drainage swales, and appropriate demo and construction planning.
- Helped prepare an application to the Vermont Agency of Natural Resources to obtain a Construction General Permit 3-9020 for the discharge of stormwater runoff from construction activities.
- Prepared technical specifications, bid documents, and bid solicitation as well as administered the bid opening process.

Battenkill Valley Health Center (BVHC), *Arlington, VT*

- Performed design review and constructability analysis for a parking lot improvement project that included permitting, tree removal, subgrade replacement, asphalt paving, sidewalks, modular retaining wall installation, septic tank upgrade, ADA ramp, new site lighting, and restoration.
- Prepared bid documents, technical specifications, bid solicitation and administered the bid opening process.
- Managed construction adminstation from the bidding phase thoughout the entire construction phase including stakeholder engagement, preconstruction and progress meetings, contractor oversight, testing, submittal reviews, and pay application approvals.

Greater Amsterdam School District, *Amsterdam, NY*

[Prior to MSK]

- Managed the reconstruction of 2 baseball, 2 softball, and 1 artificial turf football field for the Wilbur Lynch Middle School, including the installation of 2 new underground storm retention systems, 6 surface bio retention basins, a new parking lot, sidewalk replacements, bleacher upgrades, fencing, and installation of water, storm, and sanitary sewer for the renovated athletic facility.
- Collaborated with the school district, stakeholders, architects, engineers, and contractors to complete the project successfully and ahead of schedule.

Taconic High School, *Pittsfield, MA*

[Prior to MSK]

- Supported the multi-phased site work operations for a new high school construction project which included construction of 2 regulation soccer/lacrosse fields, a regulation softball field, development of rain gardens, drainage work, installation of utilities, and removal of unanticipated rock.
- Collaborated with all site stakeholders to properly manage and remove over 4,000 cubic yards of contaminated soil and 3,000 cubic yards of unsuitable soils.

Pittsfield Pedestrian Park, *Pittsfield, MA*

[Prior to MSK]

- Managed the reconstruction of 2 pedestrian parks, which included improvements to meet ADA compliance, new brick pavers, pergolas, raised granite planting beds, benches, upgraded lighting, a new stage and informational electronic kiosk. The upgraded parks have become an integral element revitalizing the downtown walking district providing an inviting space for the city to host outdoor concerts, live art demonstrations, and other outdoor gatherings.

WATER TREATMENT

Battleground Condominiums, *Fayston, VT*

- Prepared bid documents, technical specifications, bid solicitation and administered the bid opening process for a DWSRF funded water treatment plant upgrade project that includes a new treatment building, electrical upgrades, new water treatment equipment, backwash tank, drywell, and standby generator.
- Currently managing construction administration throughout the construction phase, including stakeholder and regulator coordination, preconstruction and progress meetings, construction oversight, testing, submittal reviews, and pay application approvals.

Christmas Tree and Sundown Condominiums, *Warren, VT*

- Prepared bid documents and administered the bid solicitation process for a water system improvement project that includes hydropnuematic tank replacement, filter replacements, new analyzers and ion exchange system, new drywell, telemetry improvements, dehumidification/air handling, booster pump replacement, and building and site improvements.
- Managing construction administration throughout the construction phase, including stakeholder and regulator coordination, preconstruction and progress meetings, construction oversight, testing, submittal reviews, and pay application approvals.

Mt Holly School, *Mt Holly, VT*

- Currently preparing bid documents and preparing to administer the bid solicitation process for a water system improvement project that proposes horizontal directional drilling of new water lines to protect potentially archeologically sensative areas, construction of a new treatment building, new pumps, water system equipment upgrades, precast storage and settling tanks, absorption trenches, site improvements, and associated mechanical and electrial upgrades.

TRANSPORTATION

Benedict Bridge Feasibility Study, *Arlington, VT*

- Supported the MSK design team with a feasibility study, alternative options and analysis, material takeoffs, and opinions of probable cost.

Salt Ash Roadway Improvement Design, *Plymouth, VT*

- Supported the MSK design team with preliminary design review, constructability analysis, material takeoffs, and opinions of probable cost for roadway improvements and culvert replacements.

GEOTECHNICAL

West River Trail Slope Stabilization, *Jamaica, VT*

- Provided design support, constructability analysis, and stakeholder engagement for a slope stabilization design project that included coordinated debris removal with soil nail and stabilization mesh system installation.
- Prepared bid documents and technical specifications to facilitate bid solicitation.
- Developed solutions to challenges including a remote landslide site accessed via low-capacity bridge, narrow trail, and busy public campground.

PRIOR TO MSK

Various Civil Construction Projects, *Heavy Civil Contractors, NY & MA*

- Served as Manager of Engineering & Project Manager for heavy civil construction and environmental remediation contractors.
- Responsibilities included construction management, scheduling, client development, cost estimating, proposal writing, and contract compliance for various projects including athletic fields, sewer line installation and pump stations, waterline and stormwater construction, 345K gallon water tank installation and pump station upgrades, streetscapes, brownfield remediation, culvert installations, site work projects, bridge replacement, environmental remediation, emergency spill response, and subsurface investigations.

Nicholas Ratzer
Staff Engineer

NICHOLAS RATZER joined MSK in 2016 initially as a construction inspector and field survey crew member. He is currently responsible for project management in the field and in the office providing design, funding, and construction oversight for institutional site development projects as well as municipal improvement projects.

After his first career opportunity serving as a Construction Manager for the Naval Facilities Engineering Command in Jacksonville, FL, Nicholas embraced the post-design aspect of engineering. In his free time, he enjoys mountain biking and working with his wife and three children at their horse boarding and training facility in southern Vermont.

Contact
(802) 613-7566 | nratzer@mskeng.com

Experience
9 years with MSK, 1 with another firm

Education
- BS, Civil Engineering
  New Mexico State University
  Las Cruces, NM

Certifications & Trainings
- OSHA 10–Hour Construction Safety Health Training

WATER SYSTEMS

| Water System Upgrades - Gage Street and Settlers Road, *Bennington, VT*

- Managed design, permitting (Drinking Water, Construction General), sub-consultant coordination, and DWS RF funding submissions for construction of new water main lines along Gage Street, Knapp Drive, Frank Street, Cross Street, and Settlers Road in Bennington, VT.
- Presented the Gage Street project to the Town of Bennington select board during a public hearing in January of 2023, successfully placing the project on the town ballot for public vote on the required bond.
- Managed construction from bidding through completion, including development of final contract documents, cost estimates, contractor oversight, stakeholder coordination, on-site administration, and constructability reviews.

| Bennington Lead Service Line Replacement Project, *Bennington, VT*

- Coordinated design, bidding, and construction activities for hundreds of individual water service line replacements and test excavations on private properties in Bennington, VT.
- Developed contracts, and funding applications for both engineering and construction stages of the project.
- Coordinated with other managers on daily staff activities and project progress.
- Coordinated funding reimbursements for the Town of Bennington through DWSRF funds.

| South Bennington Water Main Extension, *Bennington, VT*

- Managed all design, hydraulic modeling, permitting (Drinking Water, Stream Alteration, Construction General), and sub-consultant coordination for the extension of approximately 2945 linear feet of a combination of both 10-inch and 8-inch ductile iron water main along Bennington's South End to remedy PFOA contamination. (Update the location: Monument Ave? Dewey Street, Putnam Street, Weeks Street, and Observatory Street in Bennington, VT.

| Municipal Water Line Extension for PFOA Remediation, *Bennington, VT*

- Conducted preliminary site investigations and oversaw design of waterline systems within VTrans road corridors on a $30M, 4-year water line expansion in response to PFOA contamination of aquifer in Bennington, VT.
- Coordinated the delineation and survey of wetlands within the project limits. Cleared the project site for potential impacts to endangered species and archaeological sites.
- Responsible for the oversight and training of seasonal construction observers to ensure compliance with engineered drawings and specifications.
- Conducted inspection of transverse road directional drilling to install HDPE water main sleeving. During unsuccessful drill attempts, coordinated with VTrans officials on the installation of water main sleeves via open cut across state highways.
- Inspected the installation of flowable fill and asphalt on both concrete and asphalt roadways during the reconstruction of the open cut installations.
- Actively collected load tickets and inspected truck asphalt deliveries for temperature, site time, and visual indicators of asphalt deficiencies.
- Coordinated with VTrans on construction within limited access rights-of-way and procured necessary permits for work within roadway and limited-access corridors.
- Monitored contractors' adherence to Erosion Prevention and Sediment Control plans during construction near protected waters of the state and after significant storm events.

Burgess Road Waterline Replacement, *Bennington, VT*

- Served as main point of contact for the Client and Regulatory authorities on an expedited replacement project for 950' of an actively failing major water transmission main on Burgess Road in Bennington, VT. Due to the age of the water main and its location, heavy coordination was required with the wetlands division to ensure the project was exempt from permitting per the Vermont Wetlands Rules.
- Coordinated the design of the replacement, ensuring the project was within the allowable disturbance limits and existing ROW. Project conception, design, required permitting, and construction all occurred within a 6-month time frame.
- Coordinated construction administration by engaging with a contractor mobilized on a separate water main project, successfully executing contracts for an expedited work start and finish.

Morgan Springs Bulk Filling Station, *Bennington, VT*

- Coordinated construction activities including the preparation of the construction contract, bidding, and contract award.
- Coordinated and attended pre-construction meetings.
- Reviewed submittals for general conformance with design plans and specifications.
- Conducted construction inspections.
- Coordinated with design architect on pump station building construction.
- Oversaw project closeout, including preparation of record drawings and permit certifications.

Okemo Trailside Fire Protection Line, *Ludlow, VT*

- Managed water system design and permitting for a fire protection system on a rural mountainside area fed via a surface water pond at Okemo mountain in Ludlow, VT.
- Conducted hydraulic modeling and NFPA code review to confirm appropriate design solution with local regulatory authorities.
- Coordinated Act 250 permitting and navigated compliance challenges.
- Oversaw construction administration.

CIVIL, TRANSPORTATION & GEOTECHNICAL

Ninja Path Mixed-Use Path Development, *Bennington, VT*

- Collaborated with the Bennington County Regional Commission and the Town of Bennington to develop a 2.12-mile, 12-foot-wide multi-use trail between the main commercial corridor in the Town of Bennington and the Walloomsac River to improve community access.
- Managed bidding for the first phase of the project.
- Provided general guidance, mentorship, and administration of construction and inspection activities including engagement, administration, development of contract documents, constructability reviews, contractor coordination, contract compliance, and quantity tracking.

Bennington Museum Parking Lot Design, *Bennington, VT*

- Actively overseeing improvements to the museum's courtyard and parking lots, which include design for pavement, sidewalks, patios, and accessible accessways.
- Supporting the design team with the conceptual design which includes necessary grade adjustments, ADA-compliance, improved parking lot standards, and a stormwater infiltration chamber system that meets project needs and permit requirements.
- Providing construction administration and oversight.

SVMC Emergency Department Modernization, *Bennington, VT*

- Provided site civil construction administration services that included materials review, sub-grade soils inspections, foundation excavation inspections and field engineering of onsite grading.
- Oversaw regulatory compliance with exterior water main system upgrades.
- Provided field inspections of site civil construction progress and worked with the primary contractor on existing and proposed building elevation and layout confirmations with the MSK survey team.

Fairview Street Bennington Rehabilitation & Roadway Improvements, *Bennington, VT*

- Managed the completion of a geotechnical investigation, existing conditions survey, and design for a full depth pavement replacement due to poor underlying base conditions of the Fairview Street roadway.
- The project included the oversight of construction and coordination with an independent materials testing agency for quality control of installed aggregates and pavement.

MAUMS Turn-Lane Reconstruction, *Bennington, VT*

- Designed the access turn lane to Mount Anthony Union Middle school in Bennington, VT. Conducted construction administration and oversight of the reconstruction.
- Performed in-situ analysis of subgrade soils during construction to determine if the road design depth required adjustment via field order.
- Coordinated with geotechnical consultant to provide materials analysis and inspection of installed base materials.
- Worked with deadlines for summer school activities to ensure access to the school was maintained.

| Water Street Road Rehabilitation, *Bennington, VT*

- Conducted submittal review and inspection for the repair of approximately 150 feet of failed roadside slope along Paran Creek, on Vermont Route 67A in North Bennington, VT.
- Inspected dewatering measures and coordinated on site meetings with State of Vermont River Management Engineers to ensure compliance with stream alteration permits.
- Inspected the installation of a keyed-in, boulder-stacked wall and geotextile stabilization measures.

REMEDIATION

| Environmental Characterization, Soils Remediation, and Residential Utilities Construction, *Silverton, CO*

- Coordinated extensive site remediation efforts to address and mitigate environmental impacts associated with legacy mining byproducts.
- Managed the design and coordination with the Town of Silverton Department of Public Works on the new streetscapes for both vehicular and pedestrian access, creating new street light standards for the town and drainage improvements to an area with historic drainage challenges.
- Oversaw the design of critical utility infrastructure improvements, including the installation of new municipal water and sewer mains, underground primary power, and underground communication lines.
- Successfully procured all local permits and executed a construction contract with an out-of-state site contractor.
- Provided construction administration services and coordinated logistics for an engineer's representative on site.
- Completed the largest expansion of Silverton's original platted lands in recent years, setting the standard for streetscape and utility construction.

| Jelley Pit Remediation, *Bennington, VT*

- Worked with town personnel on the construction of an independently designed soils cap of a former waste site consisting of elevated levels of lead and other hazardous materials.
- Coordinated site layout and decontamination protocols for workers and equipment.
- Reviewed products for conformance with engineered cap design.

WASTEWATER SYSTEMS

| County Street Sewer Extension & Road Improvements, *Bennington, VT*

- Project manager of the emergency replacement of approximately 1460 linear feet of actively failing 15-inch vitrified clay pipe with 24-inch PVC sewer main along County Street and Benmont Avenue in the Town of Bennington, Vermont. The sewer line serves close to half of the town's residents and businesses.
- Oversaw bypass pumping of large volumes of sewage while maintaining traffic flows.
- Managed tight project timelines for paving requirements associated with colder seasonal work.
- Oversaw the design of horizontal and vertical roadway and sidewalk improvements.

| Corey Drive Pump Station, *North Bennington, VT*

- Reviewed submittals and provided technical oversight of the installation of a dual wastewater pump system, pressure transducer control switches, and the associated pressure-rated sewer main for a system designed to pump wastewater from a local neighborhood to the existing municipal sewer system in North Bennington, VT.
- Oversaw the removal of existing sewer service lines and a portion of the main and associated rerouting of existing sewer service lines.

| Manchester Knoll Sewer Line Repair, *Manchester, VT*

- Oversaw construction and technical communication with both the lead design engineer and contractor for the replacement of an existing sewer main with multiple sags and an inadequate line pitch that had a history of mechanical flushing.
- Provided a high level of care in construction oversight due to tight elevation constraints between apartment sewer line required elevations and the existing town sewer, which allowed only a 0.6% slope in the design and a maximum excavation depth of 16 feet.
- Worked closely with the contractor to ensure that all parties were aware of the required slope and the necessity of installing the main within the extremely low tolerance limits.
- Oversaw intermediate checks during the construction process to ensure the contractor was installing the system correctly.

Will Praetorius
Technician

WILL PRAETORIUS joined MSK in 2024 and is a key contributor to our construction administration, water systems, civil, and environmental remediation engineering practices. With over 20 years of experience as the owner and operator of a residential construction business, he brings extensive expertise in construction trades, business operations, and customer service.

He currently supports our Lead Service Line Replacement and PFOA remediation efforts throughout the Bennington region, with responsibilities including construction observation and administration, contract document reviews, contractor coordination, compliance oversight, and inspections across numerous active sites. In addition, Will provides construction support and inspection services for a range of commercial and private wastewater improvement projects across Southwestern Vermont and Eastern New York.

Contact
(802) 613-7573 | wpraetorius@mskeng.com

Experience
1.5 years with MSK, 20 years self-employed

Education
- BA, Broadcast Design and Production
  Lyndon State College, VT

Certifications and Trainings
- OSHA 10
- Electrical Safety in Construction

SITE CIVIL & TRANSPORTATION

Whitingham Municipal Center Culvert, *Jacksonville, VT*
- Served as Resident Project Representative (RPR) and provided construction administration support services for this 56 ft long x 16 ft span precast box culvert replacement project that included utility relocations, temporary traffic controls, bypass pumping, removal of existing culvert and bridge structures, modular retaining wall construction, new curb and concrete sidewalks, roadway reconstruction, asphalt paving, guardrails, and restoration.
- Performed on-site inspections and prepared daily reports.

Battenkill Valley Health Center Parking Lot, *Arlington, VT*
- Provided on-site construction observation, documenting daily work activities, progress, and conformance with design drawings through detailed daily field reports.
- Monitored contractor schedules, submittals, and payment requests, ensuring alignment with project requirements and timelines.
- Assisted in coordinating materials testing by helping select and communicate with independent laboratories.
- Communicated regularly with project engineers and the client to relay field conditions, construction progress and potential issues requiring design clarification
- Maintained organized project records, including bid documents, field reports, design updates, and permitting materials.

Okemo Tower, *Ludlow, VT*
- Served as on-site representative (Clerk of the Works) for the State of Vermont during the rehabilitation of the Okemo Mountain Fire Tower, ensuring all work followed approved plans, specifications, and contract documents.
- Conducted site visits multiple times per week during active construction to observe work progress, document activities, and verify contactor compliance with safety and quality requirements.
- Managed construction administration tasks including tracking progress, maintaining daily field reports, photographing site activities, and preparing written documentation for the Department of Forests, Parks & Recreation.
- Monitored schedule adherence during a compressed construction window, helping ensure the project remained on track for its required September 30, 2025 completion.
- Ensured work activities aligned with safety expectations and state standards while maintaining consistent communication with state stakeholders on project status and emerging field conditions.
- Supported efficient construction in a remote mountain environment by anticipating access constraints, monitoring logistics, and verifying that materials, equipment, and methods met project requirements.

Okemo Trailside Fire Line, *Ludlow, VT*
- Performed routine construction observation to verify contractor work conformed to approved plans, specifications, and installation requirements, documenting progress, field conditions, and any deviations.
- Conducted detailed quantity tracking, including installed pipe lengths, trenching, and backfill quantities.
- Maintained as-built notes during construction.
- Prepared and supported change order documentation, including field changes, adjustments, and final installed conditions for use in preparing project record drawings.
- Facilitated consistent client coordination, providing regular updates on progress, issues, schedule impacts, and construction needs while helping maintain clear communication between contractors, engineering staff, and ownership.

Will Praetorius
Technician

WATER SYSTEMS

| Lead Service Line Replacement Project, *Rutland, Bennington, Arlington, VT*

- Currently supporting construction activities including site observation, contract administration, bidding, constructability analysis, and daily inspections for hundreds of individual water service line replacements and test excavations on private properties throughout Southwestern Vermont.
- Collaborate with the replacement team and assist the project manager in contract development as the program expands regionally.
- Coordinate with other managers to track and communicate project progress.
- Assist with oversight of field construction observers and contractors to ensure compliance with drawings and specifications.

| Gage Street, *Bennington, VT*

- Assisted with construction administration and observation for the expansion of approximately 3,000 feet of water main replacement along Gage Street in Bennington, VT in response to PFAS contamination.
- Oversight included trenching, removal of the existing asphalt and subbase, installation of the water main, thrust blocks, hydrants, curb stops, service lines with the town ROW, installation of roadway base and pavement patch, and associated site work in accordance with the contract plans and specifications.

| Fairview Street, *Bennington, VT*

- Assisted with the construction oversight and administration for a full-depth pavement replacement due to poor underlying base conditions of the Fairview Street roadway in Bennington, VT.
- Helped develop construction details based on the proposed conditions plan and pavement recommendations provided in our geotechnical report.

| Settlers Lane, *Bennington, VT*

- Assisted with contract administration and observation for the expansion and construction of new water mains on Settlers Lane and Springhill Road in response to PFAS contamination.
- Participated in homeowner outreach to inform the public of the water main expansion and allow for MSK personnel to inspect existing properties in order to determine the best route for individual water service lines.

WASTEWATER

| B&D Product Distribution Center, *Pomfret, NY*

- Assisted with construction oversight and development of an approximate 5,000 sf warehouse building of dedicated office space on an existing commercially zoned property.
- Collaborated with the construction administration team to oversee all civil-related submittals, shop drawings, change orders, and payment requests.
- Helped provide final construction documents, drawings, and specifications indicating the scope, extent, and character of the work to be delivered by the contracted architects.

PRIOR TO MSK

| Long Road Craftsman, *Various Locations in Vermont*

- Owner and operator of a residential construction business, providing carpentry, plumbing and electrical services.
- 20+ years experience in new construction renovation and general repair.

| Servpro, *Bennington/Rutland Counties*

- Franchise owner of a leading emergency service restoration franchise.
- Roles included Production Manager, Estimator, Safety Supervisor and Crew Leader.

| Carpenter, *Various Locations in Vermont*

Carpenter and tradesman for a variety of contractors in the Vermont region.

Nachiket Ghodekar
Staff Engineer

NACHIKET GHODEKAR joined MSK in January of 2024 and is a key contributor to our construction administration practice area. He supports our team in field observation, daily reporting, preparation of pay applications and change orders, drafting of plans and specifications, preparation of construction documents, design calculations, and quantity estimations.

He received his master's degree in civil engineering from the University of Illinois at Urbana Champaign, and his Bachelor of Technology in Civil Engineering at Symbiosis International University in India. His prior experience in various consulting roles in both the United States and India included all aspects of construction administration, procurement of permits, securing necessary approvals from multiple regulatory agencies, and utilizing AutoCAD for various engineering design plans and estimates.

Contact
(802) 613-7230 | nghodekar@mskeng.com

Experience
1+ years with MSK

Education
- MS, Civil Engineering
  University of Illinois at Urbana-Champaign, Champaign, IL

- BT, Civil Engineering
  Symbiosis International University, India

Certifications & Trainings
- OSHA 10 Construction Training

SITE CIVIL & TRANSPORTATION

| Salt Ash Roadway Improvement Design, *Plymouth, VT*

- Supported the Geotechnical team in conducting site surveys for a residential owner's association in surveying approximately 30,000 linear feet of roadway for a proposed residential development paving project, which included paved/gravel edges, centerlines, utility poles, and drainage features.
- Mapped roadway limits and documented driveway entrances up to 20 feet from the roadway footprint.
- Performed detailed topographic surveys extending 5 feet from roadway edges to document existing site conditions, including ditches, swales, culverts (noting inverts and diameters), and manholes.

| Whitingham Municipal Center Culvert, *Jacksonville, VT*

- Served as Resident Project Representative (RPR) and provided construction administration support services for this 56 ft long x 16 ft span precast box culvert replacement project that included utility relocations, temporary traffic controls, bypass pumping, removal of existing culvert and bridge structures, modular retaining wall construction, new curb and concrete sidewalks, roadway reconstruction, asphalt paving, guardrails, and restoration.
- Performed on-site inspections and prepared daily reports, developed meeting agendas and minutes, reviewed submittals, pay applications, and change orders.

| Bennington Museum, Bennington**,** *VT*

- Serving as field support throughout the construction phases, helping review contractor schedules, submittals, and payment requests.
- Maintains communication with project manager, engineers, and contractors to support smooth workflow and clarify field conditions as needed.
- On-site field observations, monitoring contractor work for conformance with design.
- Proactive identification of potential deviations or issues and prompt notification to the project manager for corrective action.
- Maintains organized records – including logs, reports, submittal tracking, and observation notes for project closeout and long-term reference.

WATER SYSTEMS

| Bennington Lead Service Line Replacement Project, *Bennington, VT*

- Currently supports construction activities including site observations, contract administration, bidding, pay requests, construction document development, and creating as-built drawings for hundreds of individual water service line replacements and test excavations on private properties throughout Bennington.
- Coordinate with other managers to track and communicate project progress.
- Assist with oversight of other field construction observers and contractors to ensure compliance with drawings and specifications.

| Settlers Road and Springhill Road Remedial Waterline Expansion, *Bennington, VT*

- Served as lead construction administrator for a 6-month period, overseeing the installation of new water mains on Settlers Road and Springhill Road in response to PFOA contamination.
- Observed trenching, asphalt removal, water main and hydrant installation, well abandonment, and paving.
- Created reports, tracked quantities, and coordinated with project managers on payment processes.
- Inspected residential plumbing connections and produced as-built drawings and documentation.

| Gage Street Water System Upgrades, *Bennington, VT*

- Assisted with construction administration and observation for the expansion of approximately 3,000 feet of water main replacement along Gage Street in Bennington in response to PFOA contamination.
- Oversight included trenching, removal of the existing asphalt and subbase, installation of water main, thrust blocks, hydrants, curb stops, service lines with the town ROW, installation of roadway base and pavement patch and associated site work in accordance with the contract plans and specifications.

| Southface Village at Okemo, *Ludlow, VT*

- Perform weekly and monthly erosion control inspections for a slopeside townhouse community.
- Conduct pressure, leakage, and vacuum tests on water and sewer lines.
- Submit preliminary inspection reports to the owner after each inspection.

| Southend Water System Upgrades – Monument Ave Extension, *Bennington, VT*

- Currently providing basement inspections for utility location and water line placement planning for the installation of new water distribution mains to areas surrounding Monument Ave Vermont Route 7 affected by PFOA contamination in private wells.
- Create markup plans, 60% design, detailed drawings, specifications and quantity estimation for the Project Managers to create plan sets.

STORMWATER & WASTEWATER MANAGEMENT

- Conduct site inspections and submit stormwater/wastewater compliance reports via the online Agency of Natural Resources (ANR) portal for multiple commercial and residential projects including:
  - Mountaintop Resort, *Chittenden, VT*
  - Woodstock Inn & Resort, *Woodstock, VT*
  - Tall Timbers Mobile Home Community, *Quechee, VT*

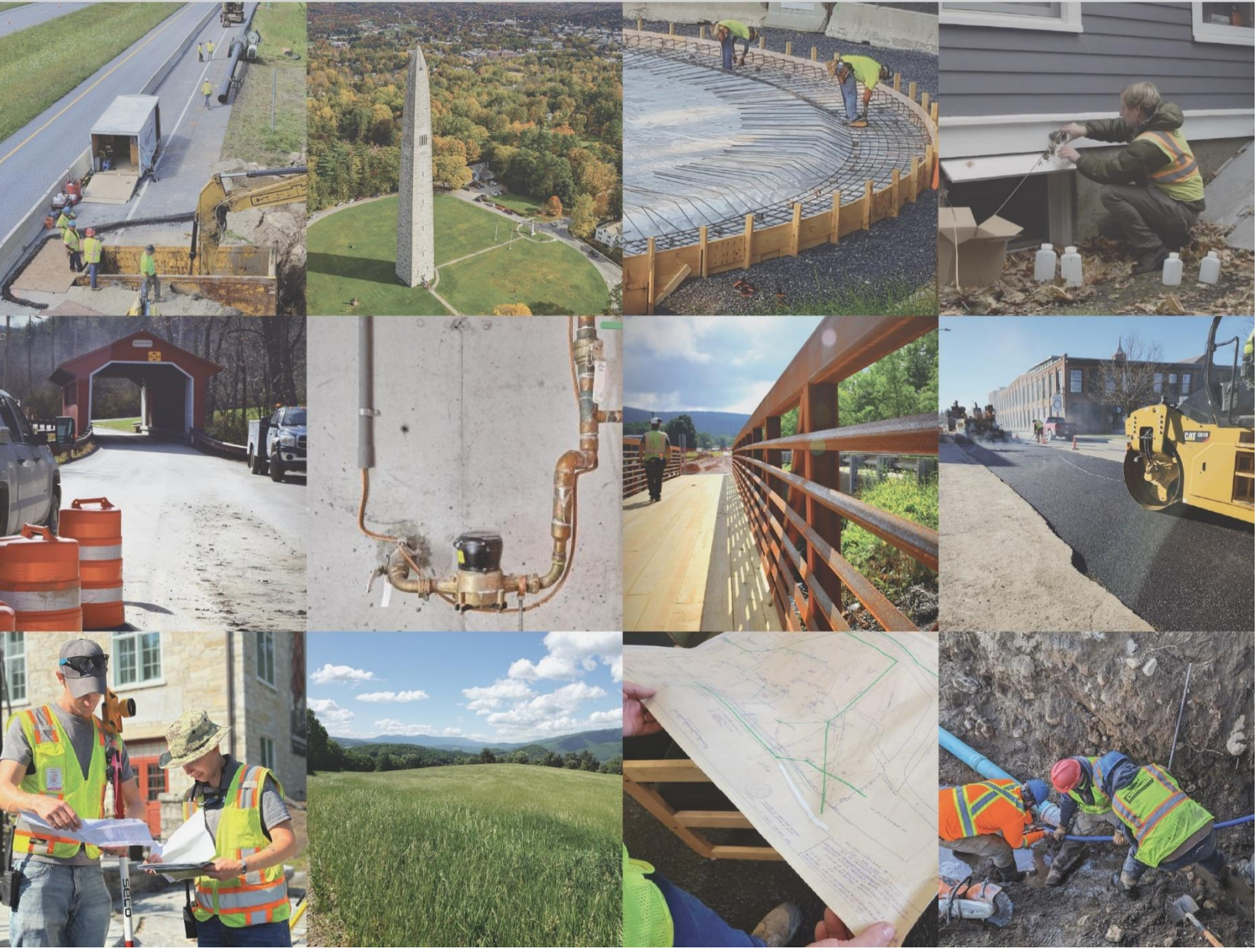
PRIOR TO MSK

| Stantec Consulting Services Inc.

- As a civil engineering intern, played a pivotal role in preparing plans, specifications, reports, and various project deliverables, all while effectively procuring permits and securing necessary approvals from multiple regulatory agencies to facilitate efficient project progression.

| Amar Builders

- As a junior engineering intern, maintained strict adherence to safety practices resulting in zero workplace injuries over four months, researched suppliers to develop cost-saving bids that reduced project expenses by 10%, utilized AutoCAD to complete 50% of projects on time and under budget, and organized team meetings to align project plans with engineering standards and client expectations.



THANK YOU

MSK ENGINEERS

Hi TOWN OF LONDONDERRY,

Thank you again for contacting Wise Oak to assist with your tree and landscape care needs. I appreciate the opportunity to connect recently. If you're still undecided or have any questions, please feel free to reach out to me.

The details of your proposed work are listed below. Reply to this email to confirm the services below you would like to schedule.

Thank you,

Karl Grant

Karl.Grant@davey.com

Proposed Services for Account #8326432:

Service Location:

TOWN OF LONDONDERRY
PINGREE PARK LANE
Londonderry,VT 05148

Proposed Services:	**Service Totals:**
Tree Removal	**$8,750.00**

29" Pine (at the end of the field, close to concession stand) 35" Codominant Pine (Half way up left field) 20" Pine (Half way up left field) 29" Pine (closer to dugout) 22" Pine (close to dugout) 10" Cherry (along roadway, under large pine) All marked with orange paint, except the cherry,

Stump Removal	**$2,400.00**

29" Pine (at the end of the field, close to concession stand) 35" Codominant Pine (Half way up left field) 20" Pine (Half way up left field) 29" Pine (closer to dugout) 22" Pine (close to dugout) 10" Cherry (along roadway, under large pine) All marked with orange paint, except the cherry, Grind stump(s) 6-10" below grade, remove mound and visible surface roots 10 feet from cut surface. Leave all chips.

**See original quote for terms and conditions. Sales tax may be added per local jurisdiction unless tax exempt form is on file.*

Received 1/8/2026
8:30 Am

8. BID PROPOSAL FORM

Due: January 9 at 2:00 PM
Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: **Check here [ ] if supplementary documentation is attached.**

Scope of Work Item	Bid
A. Tree Removal (only)	$ 5,000
B. Stump Removal (only)	$ 3,900
C. Tree and Stump Removal	$ 8,900

NOTES: **All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.**

Company: T-K Trucking, Inc.

Authorized Representative: Raymond of Tony

Address: 1319 Little Pond Road Londonderry Vt

Phone: 1-802-289-2187 - 1-802-824-4108

Email: RayKwSJiaka (akwsjiaka1319@G.mail.com)

Signature: Ray Kwiatek **Date:** 1/6/2026

[END OF DOCUMENT]

Tree Removal cut 6 tree's haul wood and Brush away $5,000

Stump Removal Pull all Stump's haul Stumps away Top soil where Stump's where hay and seed top Soil 3,900

Total $8,900

8. BID PROPOSAL FORM

Due: January 9 at 2:00 PM
Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: **Check here [ ] if supplementary documentation is attached.**

Scope of Work Item	Bid
A. Tree Removal (only)	**$**
B. Stump Removal (only)	**$**
C. Tree and Stump Removal	**$ 6,900**

NOTES: **All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.**

Company: Hunter Excavating Inc

Authorized Representative: Hunter Kaltsas

Address: 2218 VT RT 100, S Londonderry VT 05155

Phone: 802-856-7165

Email: projects@hunterexvt.com

Signature: _____ **Date:** 1/6/26

[END OF DOCUMENT]

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2025-13 **DATE: December 16, 2025**

PROJECT TITLE: PINGREE PARK TREE & STUMP REMOVAL

PROPOSAL DUE DATES: Bid proposals are due by **Friday, January 9, 2026**, no later than 2:00 PM. See section 5 for specific directions on bid submission.

ESTIMATED TIME PERIOD FOR CONTRACT: This contract shall be in effect between January 20, 2026 and April 15, 2026.

BIDDER ELIGIBILITY:
This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

CONTENTS OF THE INVITATION TO BID (ITB):

1. INTRODUCTION

A. Purpose

The Town of Londonderry, Vermont (The Town) is seeking proposals for tree and stump removal at Pingree Park.

2. SCOPE OF WORK

The Town is seeking a qualified contractor to remove trees and stumps in the following manner:

A. Tree Removal

a. 29" Pine (at the end of the field, close to concession stand) 35" Codominant Pine (Half way up left field) 20" Pine (Half way up left field) 29" Pine (closer to dugout) 22" Pine (close to dugout) 10" Cherry (along roadway, under large pine) All marked with orange paint, except the cherry,

B. Stump Removal

a. 29" Pine (at the end of the field, close to concession stand) 35" Codominant Pine (Half way up left field) 20" Pine (Half way up left field) 29" Pine (closer to dugout) 22" Pine (close to dugout) 10" Cherry (along roadway, under large pine) All marked with orange paint, except the cherry, Grind stump(s) 6-10" below grade, remove mound and visible surface roots 10 feet from cut surface. Leave all chips.

Terms and conditions may be further defined in a formal contract.

Contractors will submit an all-inclusive, fixed price bid, including sub-contractor costs, if applicable.

3. GENERAL INFORMATION FOR BIDDERS

A. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project.

B. Right to Cancel or Postpone the Project

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this ITB.

C. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected firm.

4. PRICING

A. Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.

B. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

5. SUBMISSION OF PROPOSALS

A. Bids should be submitted electronically to the following email address: **townadmin@londonderryvt.org.** Bids will also be accepted by mail or in person.

B. Respondents are required to use the enclosed Bid Proposal Form (page 7) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email address above. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.

C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to "**Pingree Park Tree & Stump Removal"** in the email subject line, or on the envelope if submitted by mail or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

D. There will be no public opening of the bids received by the Town, but they will be reviewed by the Londonderry Parks Board at a meeting scheduled soon after the submission deadline. The Parks Board will make a recommendation for bid acceptance to the Londonderry Selectboard at the next regularly scheduled Selectboard meeting.

6. GENERAL PROVISIONS

A. RFP Coordinator

1) The Town Administrator will serve as the single point of contact for this solicitation:

Aileen Tulloch, Town Administrator
Town of Londonderry
100 Old School Street — Phone: 802-824-3356, ext. 5
South Londonderry, VT 05155 — Email: townadmin@londonderryvt.org

2) Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator.

3) Should potential bidders wish to view trees and site with a Town representative prior to bidding, please contact Liam Elio, Mountain Towns Recreation Director, at 802-824-3356, ext.8.

B. No Obligation to Contract

This ITB does not obligate the Town to contract for services specified herein. The Town reserves the right to reject all bids and to either withdraw the ITB or reissue a revised ITB at

a later time.

C. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

D. Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

E. Insurance Requirements

1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
4) Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than $1,000,000 per each occurrence and General Aggregate coverage of at least $2,000,000.
5) Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least $1,000,000.
6) Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent

applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

7. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

1) Proposals will be evaluated in accordance with the requirements stated in this request and the Town of Londonderry Purchasing Policy.
2) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The RFP Coordinator will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's acceptance of the bid and awarding of a contract.

D. Start of Work

Work can commence as soon as contract is signed, and will be completed before April 15, 2026.

Bid Proposal Form is on following page

8. BID PROPOSAL FORM

Due: January 9 at 2:00 PM
Complete and submit the following proposal, please write clearly

1. BID PROPOSAL: **Check here [ ] if supplementary documentation is attached.**

Scope of Work Item	Bid
A. Tree Removal (only)	**$**
B. Stump Removal (only)	**$**
C. Tree and Stump Removal	**$**

NOTES: **All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.**

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

[END OF DOCUMENT]

MEMO

TOWN OF LONDONDERRY

To: Selectboard

From: Allison Marino, Town Clerk

CC: Aileen Tulloch

Date: 1/27/2026

Re: DLL Applications

COMMENTS: SC Distillation, LLC – Special Event Permit

2/3/2026 @ Upper Pass Lodge

To all town officials,

My sincere thanks to each of you who made it possible to name a room (The John Morse Room) in honor of my husband (John Morse).

In 1964, this building was known as Central School and my husband began his teaching career in this room after two years, Flood Brook School was built and he taught thirty one years at Flood Brook before retiring.

His teaching career touched many lives and by dedicating this special room to him it is a wonderful way to keep his legacy alive.

I am forever grateful for this incredible tribute in his honor. Your thoughtfulness and time is greatly appreciated.

With deepest thanks,

Rita Morse

WINDHAM REGIONAL COMMISSION

To: Tom Cavanagh, Londonderry Selectboard Chair
From: Anand Fedele, WRC Assistant Planner
Date: February 2nd, 2026
Re: MERP project update for month of January

Dear Tom,

In January, the Windham Regional Commission (WRC) collaborated with the Londonderry Town Administrator, Recreation Director, and other members of the Town Hall Renovation Committee (THRC) to develop a Request for Proposals (RFP) for the restoration and weatherization of historic windows in the Londonderry Town Hall. Over the past few months, the project team discussed various window restoration strategies, leading to the identification of a new Scope of Work (SOW) focusing on existing window restoration, weatherstripping, and interior storm window installation, as opposed to sash modification/single-pane conversion, which was the original approach. An RFP reflecting this updated scope is currently posted on the town website and Vermont bid registry. The new window RFP is a rebid of an original version that received no responses; while it is still early in the RFP timeline, several companies have reached out to express interest in the project and RSVP for the site visit.

In addition to the window RFP, the project team collaborated on an RFP for whole-building insulation and air sealing under the recently-approved scope expansion. This bid document is a work in progress and is being coordinated with other broader project considerations and planned work. The Town Hall is broken into three distinct "zones" that are a byproduct of the building's construction history. As a result, different insulation strategies are required in different sections of the building. For the attic, the plan is to build out a drop ceiling to allow for a minimum of 10" of blown-in cellulose (spray foam is not allowed as an insulation technique in historic attics per Vermont Division of Historic Preservation [VDHP] permitting requirements). The plan for the other attic areas is to insulate in the plane of the attic floor with cellulose. For this to occur, the existing insulation will need to be removed/remediated, and access will need to be provided. For the walls, the Scope of Work will require contractors to insulate from the outside in certain locations (to prevent the costly removal and reinstallation of historic wood paneling) and from the inside, in other places.

In February, WRC will work with the project team to refine and post the whole-building insulation and air sealing RFP, evaluate responses to the window RFP, and provide a recommendation to the Selectboard for a historic window contractor.

Recently, the project team has discussed ideas for how to best use the remaining MERP money once weatherization and building durability upgrades have been implemented. In particular, the notion of incorporating HVAC improvements into the MERP SOW and prioritizing this over ADA has come up. The

viability of this additional work will be contingent on 1) how far we are able to stretch the project budget and 2) the priorities identified by the Selectboard, THRC, and other stakeholders. If ADA improvements are kept to a minimum (which is possible due to the "up to 20%" rule under MERP's programmatic framework), there will be money in the budget to consider potential HVAC improvements, such as a heat pump system, air exchanger, or alternative measure. I would encourage the Selectboard to consider the value of these upgrades vs. the potential impact of accessibility work. I am happy to provide a report or recommendation in the future once this decision becomes more material in nature.

Respectfully submitted,
Anand Fedele
WRC Assistant Planner

In December, WRC collaborated with the Londonderry Town Hall Renovation Committee to evaluate proposals for the basement weatherization bid posted in November. On December 15th, the Selectboard awarded a contract to Vermont Foam. We began coordinating with Vermont Foam around site logistics and schedule. We anticipate that the encapsulation and spray foaming will occur in late spring. Before scheduling the work, we need to confirm that a passive PVC drain in the basement will be suitable for integration with the recommended sump pump system. While moisture mitigation is being pursued in the basement, I believe it is critical to coordinate this work with broader on-site water management if possible. A 2021 Structural Engineering Assessment of Town Hall recommends several waterproofing strategies beyond those that are being implemented in the basement, including:

- A perimeter drainage system and regrading effort
- Waterproofing on the outside of the concrete foundation walls
- Installation of gutters and downspouts tied into the drainage system

While these improvements fall outside of MERP, we recommend that the Selectboard consider these upgrades along with those being covered and implemented under the grant. The THRC has identified additional structural items recommended in the assessment that may prove timely/well-suited to being pursued alongside MERP.

Regarding other aspects of the scope, WRC will work with the THRC to rebid the window improvements in Town Hall. The THRC is considering a scope change regarding the windows, making a rebid more opportune. The group is now evaluating the appropriateness of installing HP-approved storm windows, in addition to restoring and weatherizing the historic units. This approach appears to balance historic preservation, aesthetics, and efficiency, and may be a more affordable strategy than the original window scope as written. The THRC will meet next week to discuss and formulate a plan.

WRC will also be working with the THRC to develop a Scope of Work for insulation in the walls and attic of Town Hall. The attic insulation strategy will involve air sealing with spray foam and insulating with blow-in cellulose, per Vermont Division of Historic Preservation requirements. The walls will be insulated from the outside to avoid altering the historic interior with blown-in or dense-pack cellulose.

ADA is the last remaining aspect of the Scope of Work. An ADA assessment conducted on Town Hall provides the Town with options to consider when allocating the $38,484 for accessibility upgrades. There are several smaller ADA upgrades recommended by the report (compliant signage, modification of door hardware, upgrade to the main entrance/exterior ramp, parking lot reconfiguration, etc.) Additionally, the THRC is evaluating the possibility of designing a new ADA bathroom on the first floor in the entrance area on the north side of the building. This would prevent the need to install an expensive lift to the basement and retrofit the current bathrooms. While a full construction project for a new bathroom is likely to exceed the current ADA budget, we can leverage MERP funding to hire an architect to develop a historically-matched design for future implementation.

Finally, WRC has updated the project budget and schedule to align with information and real-world numbers as they become apparent. The basement work came in under the original budget allocation, allowing for some flexibility within the current budget. Although this may be hopeful, there is a chance that MERP funding stretches far and can cover some HVAC work for the building. If this becomes more of a reality, we will entertain another scope change with BGS.

Please feel free to reach out to Aileen or me with questions about this project. I am always happy to discuss.

Sincerely,

Anand Fedele
Assistant Planner
Windham Regional Commission