



December 4, 2015

Trevor Lashua, Town Administrator
Town of Hinesburg
10632 Route 116
Hinesburg, VT 05461

Re: Agreement
Hinesburg Wastewater Treatment Facility
Planning Study
A+E Project #15063

Dear Trevor:

This Agreement is written pursuant to the Town of Hinesburg's (OWNER) request for Aldrich + Elliott, PC (ENGINEER) to provide professional engineering consultant services as outlined below.

SCOPE OF SERVICES

Professional engineering consultant services are to be performed by the ENGINEER as detailed in Attachment No. 1 of this Agreement. The OWNER may, from time to time, request changes in the scope of services to be performed under this Agreement. Any changes in scope, including an increase or decrease in the amount of the ENGINEER's compensation, shall be mutually agreed upon by and between the OWNER and the ENGINEER and shall be incorporated into this Agreement by a written Amendment signed by both parties.

BASIS OF COMPENSATION

For services performed under this Agreement, the OWNER agrees to compensate the ENGINEER as follows:

- a Lump Sum Fee of FOURTEEN THOUSAND FOUR HUNDRED DOLLARS (\$14,400.00), which compensates the ENGINEER for all costs incurred in the performance of this Agreement, including all labor, subconsultants and other expenses listed in Attachment No. 2.

It is understood that the ENGINEER's labor rates are adjusted annually, on or about the first day of each calendar year and that the services provided under this Agreement shall use the current rates at the time that the work is performed.



TERMS AND CONDITIONS

Refer to Attachment No. 3 for the Terms and Conditions that govern this Agreement.

EXECUTED AGREEMENT

This Agreement shall be considered binding when duly authorized agents of the ENGINEER and the OWNER sign the document and one (1) executed copy is returned to the office of the ENGINEER. If this Agreement is not executed within sixty (60) days of the date on the Agreement, it may be subject to re-negotiation or withdrawal by the ENGINEER.

OFFER OF PROFESSIONAL ENGINEERING SERVICES

The ENGINEER, as an independent agent, offers to provide the professional engineering services described in this Agreement, for the compensation specified.

Aldrich + Elliott, PC

A handwritten signature in blue ink, appearing to read "Wayne Elliott", is written over the printed name.

Wayne Elliott, PE
Vice-President

OWNER ACCEPTANCE

The OWNER acknowledges this to be a binding Agreement and agrees to the conditions as stated. The ENGINEER is hereby directed to proceed with the scope of services.

The OWNER acknowledges that it has the financial resources and intends to pay for services rendered in accordance with the conditions as stated herein and acknowledges that if invoices are not paid in full within sixty (60) days of date of invoice, that the ENGINEER may stop work, without consequence or liability of any kind, until the invoices are paid, as set forth in Terms and Conditions.

The OWNER warrants that the signature below is that of its duly authorized agent who possesses the full legal authority to execute this Agreement on behalf of the OWNER.

The OWNER acknowledges that this Agreement is comprised of, and incorporates by reference, Attachment Nos. 1 through 3.

Town of Hinesburg

Duly Authorized Agent

Date of Execution

Witness to Signature

Executed in Duplicate
Project #15063

**TOWN OF HINESBURG
WASTEWATER TREATMENT FACILITY
PLANNING STUDY**

ATTACHMENT NO. 1

SCOPE OF SERVICES

PURPOSE

In 2009, the 0.250 mgd aerated lagoon wastewater treatment facility was upgraded to address the age related needs. During the upgrade, new equipment installed for the sewage pumps, lagoon aeration system and blowers was sized for a future capacity increase to 0.308 mgd.

The Town of Hinesburg wants to conduct a planning study to address the following issues related to the lower permit limits for phosphorus and the need for increased treatment capacity:

- The Lake Champlain Total Daily Maximum Load (TMDL) for phosphorus is currently being finalized by EPA and will require future upgrades at the WWTF. EPA has developed waste load allocations (WLA) for all WWTFs that discharge to the Lake Champlain Basin.
 - For Hinesburg, it has been identified that the facility will be required to meet an effluent total phosphorus limit based on an annual lbs loading and calculated for 0.2 mg/l at the permitted flow. The discharge permit for Hinesburg is scheduled to be renewed in 2016, so the Town wants to assess the impacts at current and permitted flow conditions.
 - Analyze the impacts for a lower phosphorus limit of 0.1 mg/l.
- Determine whether an increase in capacity from the permitted flow of 250,000 to 308,000 gpd is possible. If this is possible, determine what the range of costs are, permits required, and timeline.
- Develop and assess an option for expanding the treatment capacity to 450,000 to 500,000 gpd to support the full Village build-out scenario.

SCOPE OF SERVICES

The ENGINEER will provide the following professional engineering consultant services under the scope of this Agreement:

Kick-Off Meeting

At the start of the project, we will conduct a kick-off meeting with the Town. Some of the goals and topics for discussion are:

- Meet the project stakeholders
- Schedule a WWTF site visit
- Update the status of the Lake Champlain P TMDL
- Discuss other in-stream water quality limitations
- Discuss alternatives and constraints for the analysis
- Establish project schedule and deliverables

Review Existing Information

Existing information will be gathered and reviewed to include the following:

- WR43 monthly operations reports (January 2014 to present)
- Discharge Permit #3-1172
- Town of Hinesburg Wastewater Treatment Facility Upgrade/Expansion, Preliminary Engineering Report, dated January 2007.
- Town of Hinesburg Wastewater Treatment Facility Upgrade Study, Addendum No. 1, dated June 2008
- Town Hinesburg Wastewater Treatment Facility Upgrade, Basis of Design, dated September 2008
- Operation and maintenance manuals
- Basis of design
- As-Built drawings
- Current operating budget

The goal of this task will be to facilitate identification and discussion of potential solutions to be evaluated using an alternatives analysis process. Existing studies, existing conditions plans, available drawings, and field measurements will be the main tools.

Operating Data

Analyze the latest twelve months of facility operating data (from the WR 43 monthly operations reports) to include the following:

- Assess current vs. design influent organic loadings of the facility.
- Summarize total suspended solids and total phosphorus concentrations (at existing sample points) for current conditions.
- Document chemical usage and dosage rates for phosphorus removal.
- Characterize the impacts of any side stream flows on the process.

WWTF Assessment

Based on the historical operating data, the existing facility will be evaluated at the following operating conditions:

- Current permitted capacity of 0.250 mgd and 0.8 mg/l P limit
- Current permitted capacity of 0.250 mgd and 0.2 mg/l P limit
- Permitted capacity of 0.308 mgd

This assessment will determine the limitations of the existing aerated lagoon facility and this information will be beneficial in performing the alternatives evaluation.

Evaluation of Expansion and Phosphorus Removal Alternatives

The following alternatives for expansion and enhanced phosphorus removal will be evaluated as follows:

- #1: Existing lagoon retrofit with addition of an anaerobic reactor plus optimized chemical addition
- #2: Addition of clarification and filtration
- #3: Addition of other P removal technology that can achieve a lower phosphorus limit to 0.1 mg/l; ballasted flocculation or continuous backwash filter
- #4: Conversion to a sequential batch reactor with filtration with a capacity up to 450,000 gpd

For each of the alternatives, a technical assessment will be performed and range of costs developed for comparison.

Report Preparation

A report will be prepared to include the following information:

- Executive summary
- Introduction
- Operating data
- WWTF assessment
- Evaluation of Alternatives
- Next steps; range of costs, permitting, timeline

The final report will be provided to the Town to include three hard copies and an electronic PDF version.

Review Meetings

A 60% review meeting and final meeting will be conducted with Town staff to discuss the report and potential courses of action moving forward.

End of Attachment No. 1

ATTACHMENT NO. 2

EXPENSE SHEET

The expense items listed below will be billed as follows:

Subconsultant & Vendor Expenses:

- Subconsultants @ cost
- Outside Vendors @ cost

Travel Related Expenses:

- Auto Travel (to include gas and other service charges @ current GSA rate/mile
- Other Travel (to include air fares, rentals, tolls, etc.) @ cost
- Meals & Lodging @ cost

Reproduction Expenses (provided in-house):

- Reproductions (provided in-house)
 - 8-1/2 x 11 one sided copy @ \$0.08/each
 - 8-1/2 x 11 two sided copy @ \$0.12/each
 - 24 x 36 copy @ \$2.00/each
 - 36 x 48 copy @ \$3.00/each
 - mylar or velum plots @ \$8.00/each

Administrative Expenses:

- Postage @ cost
- Shipping @ cost
- Other administrative Expenses @ cost

End of Attachment No. 2

ATTACHMENT NO. 3

TERMS AND CONDITIONS

1. **Extent of Agreement:** This Agreement compromises the final and complete agreement between the OWNER and the ENGINEER. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had any questions explained by independent counsel and is satisfied. Amendments to this Agreement shall not be binding unless made in writing and signed by both the OWNER and the ENGINEER.
2. **Standard of Care:** The standard of care for all services provided by the ENGINEER under this Agreement will be the care and skill ordinarily provided by professional engineers under similar circumstances at the same time, in the same locality, under similar conditions.
3. **Billings/Payments:** Invoices will be submitted to the OWNER monthly for services and expenses, in the ENGINEER's standard format and are due upon receipt, unless other mutually satisfactory written arrangements have been made between the OWNER and the ENGINEER. In the event any portion of an invoice remains unpaid sixty (60) days after the invoice date, the invoice shall be considered past due and the OWNER shall pay a finance charge in the amount of 1.5% per month on unpaid balances, as well as the ENGINEER's collection costs, including reasonable attorney's fees. In the event of a past due invoice, the ENGINEER may suspend the performance of services upon written notice, without liability whatsoever to the OWNER. In the event any portion of an invoice remains unpaid ninety (90) days after the invoice date, the ENGINEER may terminate the Agreement, without further notice and without liability whatsoever to the OWNER. Payment of invoices is in no case subject to unilateral discounting or set-offs by the OWNER and payment is due regardless of suspension or termination of the Agreement by either party.
4. **Termination:** This Agreement may be terminated upon ten (10) calendar day written notice by either party. In the event of termination, the OWNER shall pay the ENGINEER for all services rendered to the date of termination, all reimbursable expenses and reasonable termination expenses.
5. **Additional Services:** Services not explicitly detailed in this Agreement will be considered additional and subject to additional compensation and schedule adjustment. Additional services will not be provided, nor additional compensation invoiced, without the OWNER's prior authorization to proceed.
6. **Subconsultants:** The ENGINEER may use the services of subconsultants when, in the ENGINEER's sole opinion, it is appropriate and customary to do so.
7. **Assignment:** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.
8. **Timeliness:** The ENGINEER will perform its services with due and reasonable diligence and expediency consistent with sound professional practices. However, the ENGINEER and OWNER are aware that many factors outside the ENGINEER's control may affect the ENGINEER's ability to complete the services to be performed under this Agreement. The ENGINEER is not responsible for delays caused by factors beyond the ENGINEER's reasonable control and consequently, the OWNER agrees that the ENGINEER is not responsible for damages, nor shall the ENGINEER be deemed to be in default of this Agreement for such a delay. When such a delay occurs, the ENGINEER's schedule and fees shall be equitably adjusted in accordance with the Additional Services provision of this Agreement.
9. **Code Compliance:** The ENGINEER shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of this Agreement. Design changes made necessary by laws, codes and regulations newly enacted after this date shall entitle the ENGINEER to an adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.
10. **Information Provided by Others:** The OWNER shall furnish (at the OWNER's expense) all information, requirements, reports, data, surveys and instructions required by this Agreement. The ENGINEER may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.
11. **Governing Law:** The OWNER and the ENGINEER agree that all claims and disputes arising out of or in any way connected to this Agreement, its validity, interpretation, performance and remedies for breach of contract, shall be governed by the laws of the State of Vermont.

12. **Indemnifications:** The ENGINEER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the ENGINEER's negligent acts or omissions under this Agreement. The OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the ENGINEER, its officers, directors, employees and subconsultants (collectively, ENGINEER) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by the OWNER's negligent acts or omission in connection with the Project, including the acts of its contractors, subcontractors, consultants or others for whom the OWNER is legally liable. Neither the OWNER nor the ENGINEER shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
13. **Attorney's Fees:** In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, reasonable attorney's fees and other related expenses. In the event of a non-adjudicated settlement of litigation between the parties or the resolution of a dispute by arbitration, the term "prevailing party" shall be determined by that process.
14. **Hold Harmless:** ENGINEER's commitments as set forth in this Agreement are based on the expectation that all of the services described in the Agreement will be provided. In the event OWNER later elects to reduce ENGINEER's scope of services, OWNER hereby agrees to release and hold harmless, defend and indemnify ENGINEER from any and all claims, damages, losses or costs associated with or arising out of such reduction in services. Further, ENGINEER has based services on the assumption that ENGINEER will be involved in construction administration (in the event that the services provided are eventually constructed). In the event that OWNER elects not to involve ENGINEER in construction administration, OWNER hereby agrees to release and hold harmless, defend and indemnify ENGINEER from any and all claims, damages, losses or costs associated with or arising during construction that ENGINEER could have reasonably discovered and addressed if they were involved.
15. **Consequential Damages:** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of the fault or whether it was committed by the OWNER or ENGINEER, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
16. **Risk Allocation:** To the maximum extent permitted by law, the ENGINEER's total liability to the OWNER for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement, from any cause or causes, shall not exceed the total amount of the ENGINEER's fees or \$100,000.00, whichever is greater. Such causes include, but are not limited to the ENGINEER's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.
17. **Dispute Resolution:** Any claim or dispute between the OWNER and the ENGINEER shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s).
18. **Ownership of Documents:** All documents produced by the ENGINEER under this Agreement, both written and electronic, shall remain the property of the ENGINEER, including all copyrights.
19. **Unauthorized Changes:** In the event that the OWNER consents to, allows, authorizes or approves of changes to any plans, specifications, reports or other documents provided under this Agreement, without prior written approval by the ENGINEER, such unauthorized changes shall be at the OWNER's sole risk and without liability to the ENGINEER. The OWNER agrees to release the ENGINEER from any liability and indemnify and hold harmless the ENGINEER from any claims arising from the use or result of such changes.
20. **Reuse of Documents:** All documents produced under this Agreement, both written and electronic shall be used solely for purposes directly related to the project under which they were performed. Such documents are not intended or represented to be suitable for reuse by the OWNER or others on an extension of the project or on any other project. Any such reuse without written verification or adaptation by the ENGINEER will be at the OWNER's sole risk and without liability to the ENGINEER. The OWNER agrees to indemnify and hold harmless the ENGINEER, against all damages, liabilities or costs, arising from any such reuse of documents.
21. **Electronic Files:** The OWNER acknowledges that differences may exist between electronic files and the printed hard-copy documents delivered by the ENGINEER. In the event of such a conflict, the hard-copy documents shall govern. Under no circumstances shall delivery of electronic files for use by the OWNER be deemed a sale by the ENGINEER and the ENGINEER makes no warranties, either expressed or implied, or merchantability and fitness for any particular purpose. In no event shall the ENGINEER be liable for indirect or consequential damages as a result of the OWNER's use or reuse of the electronic files and the OWNER will indemnify and hold harmless the ENGINEER from all claims arising from use or reuse of the electronic files.
22. **Access to Site:** The OWNER shall provide for the ENGINEER's right to enter the site in order for the ENGINEER to fulfill the scope of services included hereunder. The ENGINEER will take precautions to minimize damage due to these activities, but shall not be held responsible for the restoration of any resulting damage. The OWNER understands that use of testing or other equipment may unavoidable cause some damage, the correction of which is not the responsibility of the ENGINEER under this Agreement.

23. **Buried Utilities:** The ENGINEER and/or its authorized subconsultant will conduct the research that in its professional opinion is necessary with respect to the identification and assumed locations of underground utilities and other improvements. Such services by the ENGINEER or its subconsultant will be performed in a manner consistent with an ordinary and reasonable standard of care. The OWNER recognizes that the research may not identify all underground improvements and that the information upon which the ENGINEER relies may contain errors or may not be complete. The OWNER agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the ENGINEER and anyone for whom the ENGINEER may be legally liable, for damages to underground utilities and other improvements resulting from subsurface penetration locations established by the ENGINEER.
24. **Hidden Conditions:** A condition is hidden if it cannot be investigated by reasonable visual observation or records reviewed as customary in the performance of the services being rendered. If the ENGINEER has reason to believe that such a condition may exist, the ENGINEER shall notify the OWNER who shall authorize and pay for costs associated with the investigation of such a condition and costs necessary to correct said condition. If the OWNER fails to authorize such investigation or correction after due notification, or the ENGINEER has no reason to believe that such a condition exists, the OWNER is responsible for all risks associated with this condition and the ENGINEER shall not be responsible for the existing condition nor any resulting damages to persons or property.
25. **Hazardous Materials:** Unless specifically agreed upon prior to the commencement of services, the ENGINEER shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.
26. **Contractor's Responsibility:** Neither the professional activities of the ENGINEER, nor the presence of the ENGINEER or its employees and subconsultants at a construction site, shall relieve the Construction Contractor (and any other agent of the OWNER) of their obligations, duties and responsibilities to complete the work in conformance with their agreement with the OWNER. The ENGINEER and its personnel have no authority to exercise any control over any Construction Contractor (and any other agent of the OWNER) or their employees in connection with their work including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending or coordinating all portions of the work of construction and any health or safety precautions either appropriate or required by any regulatory agencies to maintain job-site safety. The OWNER agrees that the Construction Contractor is solely responsible for job-site safety and warrants that this intent shall be made evident in the OWNER's agreement with the Construction Contractor. The OWNER also agrees that the ENGINEER shall be indemnified against any claims resulting from actions or inactions of the Construction Contractor (and any other agent of the OWNER) and shall be made an additional named insured under the Construction Contractor's general liability insurance policy.
27. **Severability:** Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void and all remaining provisions shall continue in full force and effect.
28. **Titles:** The titles used in this Agreement are for general reference only and are not part of the Agreement.

End of Attachment No. 1