City Council - Transportation, Energy and Utilities Committee

Thursday, May 23, 2024, 5:00 PM,

Join in Person: Front Conference Room, 645 Pine St. Burlington, VT 05401

Join via Zoom: https://zoom.us/j/84603122855
To call into the meeting, including to speak during public comment:
Phone: 312-626-6799, Webinar ID: 846 0312 2855

1. Agenda

1.1. Motion to amend/adopt.

2. Adopt Minutes

2.1. Minutes of 4/23/24

3. Public Forum

4. Deliberative Agenda

4.1. BED Budget Related Updates

4.2. Reconnecting Bank & Cherry Concept

4.3. Champlain Parkway Project - Final Construction Contract

4.4. Solar Energy Project

5. Director's Report

5.1. GMT Update

6. Councilor Items

7. Next Meeting

7.1. 6.25.24

8. Adjournment

CITY OF BURLINGTON, VERMONT

CITY COUNCIL TRANSPORTATION, ENERGY & UTILITIES COMMITTEE

c/o Department of Public Works
645 Pine Street, Suite A
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Councilor Mark Barlow, **Chair,** *North District*
Councilor Gene Bergman, *Ward 2*
Councilor Evan Litwin, *Ward 7*
Councilor Marek Broderick, *Ward 8*

Inquiries:
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Transportation, Energy and Utilities Committee of the City Council

Tuesday April 23rd, 2024 – 5:00PM

645 Pine St – DPW Front Conference Room

–DRAFT MINUTES–

Chair Barlow calls meeting to order at 5:05PM

1. **Agenda**

Councilor Bergman moves to approve the agenda. Councilor Litwin seconds. All in favor, passes unanimously.

2. **Minutes of 1.9.24**

Councilor Bergman moves to approve the minutes. Councilor Barlow seconds. All in favor, passes unanimously.

3. **Public Forum**

Evan Gould – Resident Parking Rate update. New rate proposed should be higher. Look at how Montreal structures resident parking based on vehicle emissions and number of vehicles which encourages shift away from single occupancy vehicles. Should be income sensitive. Think about how to move towards more of a paid parking model throughout entire city to help with budget deficit and mode shift.

4. **Deliberative Agenda**

4.1 Committee Schedule, Priorities and Goal Setting

Fourth Tuesday of the month generally works with supplemental meetings as needed.

Exception for next week: May 23rd at 5PM 645 Pine St

Councilors to consolidate list of upcoming items and prioritize.

4.2 GMT City Loop Fare Policy in Burlington

Clayton Clarke, GMT – provides overview of current GMT funding status and legislature process. May 20th fares return. Goes over resolution proposed.

Councilor Evan Litwin – interested in Route 11 ridership and what percentage is UVM.
CC – UVM has an agreement with CATMA for all students/faculty to ride for free. This is substantial benefit for GMT because it can be used as local match. Primary users for CATMA free rides are on routes 1 and 2. Downside to fare free is not getting ridership data. New system will give us data on fare routes. Route 11 will not collect data as is.
EL – Would like some way of tracking who is using all routes
CC – It is financially beneficial for GMT to keep this route fare free.

Councilor Marek Broderick – Wonder if it would be more beneficial to have data earlier than a year so we are able to consider this going forward and how implementing fares is impacting ridership and GMT
CC – Very different ridership patterns over the course of the year. This gives us time to work on the following year's assessment. Could provide data summary on a quarterly basis to committee.

Councilor Gene Bergman – Could there be a card that could be scanned that would reflect that there is not a charge for fare free routes so we could collect data. Do not want to implement fares on route 8 if we can deal with budgetary conflicts for City and data collection.

Chair Mark Barlow – Supportive of this but also want the data on these fare free routes.
CC – Will look into this.

CC – Will be asking for a special assessment in FY26

MB – would like to see what GMT can scan for zero cost riders and how this impacts resolution before passing anything.

EL – Hearing security and safety concerns. Do we have anything to support fares will increase ridership for safety increase reasons?
CC – Not many examples of this happening elsewhere. Receiving more comments from public to implement fares than to not. Have lost employees and riders over safety concerns. Concerns with one route being fare free concentrating bad behavior.

CC – Will go back to pre-pandemic normal and keep working on continuing/expanding fare free service. Will continue to look into free fare passes with vendor.

Councilor Bergman moves that the TEUC request that GMT investigate the tecnological ways that they can collect ridership and other data on routes that are fare free and that we also ask GMT to come back to the TEUC to give a report on a quarterly basis regarding the ridership as it relates to the reinstitution of fares and other issues including increased opportunities for employers, human service organizations, and other organizations to pay fares, and how GMT is actively working to promote these programs in the hopes of limiting the number of riders paying out of pocket for fares.

Seconded by Councilor Marek Broderick.

Councilor Evan Litwin - do you know who is a CATMA rider if they have the app?

CC – Yes, we will get all emails for CATMA and then cross reference this with app.

EL – Supportive of motion as stated knowing this.

All in favor, passes unanimously.

Item ends 6:53PM

5. Director's Report

Chapin Spencer discusses the following:
5.1 Winooski Bridge & Intersection Councilor Question Follow Up - Written Update

5.2 User Fee Update
Administration is looking at ways to increase revenue. Heard from a resident today about increasing RPP based on study of comparable cities. Looking at parking violation fees, excavations fees, overweight truck fees, etc.

Licence Plate Recognition technology being reviewed. Working with union. No decision to implement yet. Could help with budgetary constraints.

Solar on landfill – providing a scope of work.

Bird Bikes – two concerns, improperly parked bikes and too many bikes on waterfront. Working to address with partners. 4k rides to date since March.

Shares FY24 Goals as part of appointment process. No action needed.
Item ends 7:02PM

6. **Councilor Items**

Councilor Marek Broderick - REP public meeting May 1 6PM at City Hall or virtual
CS – Project is moving into preliminary design and geting public feedback as we refine design.

7. **Next Meeting**

May 23rd at 5PM 645 Pine St

8. Adjournment

Chair Barlow adjourns at 7:04PM

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Transportation, Energy, and Utilities Committee (TEUC)

FROM: Julia Ursaki, Public Works Transportation Engineer
Laura Wheelock, PE, Senior Public Works Engineer

DATE: May 23, 2024

CC: Chapin Spencer, Director of Public Works

RE: Reconnecting Bank & Cherry Concept Approval

Request:

We are respectfully requesting that the Transportation, Energy, and Utilities Committee approve the following motion:

The TEUC approves and recommends that the City Council approve the preferred design concept for Bank Street east of Church Street, Cherry Street east of Church Street, and the new sections of Pine Street and Saint Paul Street between Bank Street and Cherry Street; and further acknowledges the concepts for Bank Street and Cherry Street west of Church Street approved by City Council on May 21, 2018.

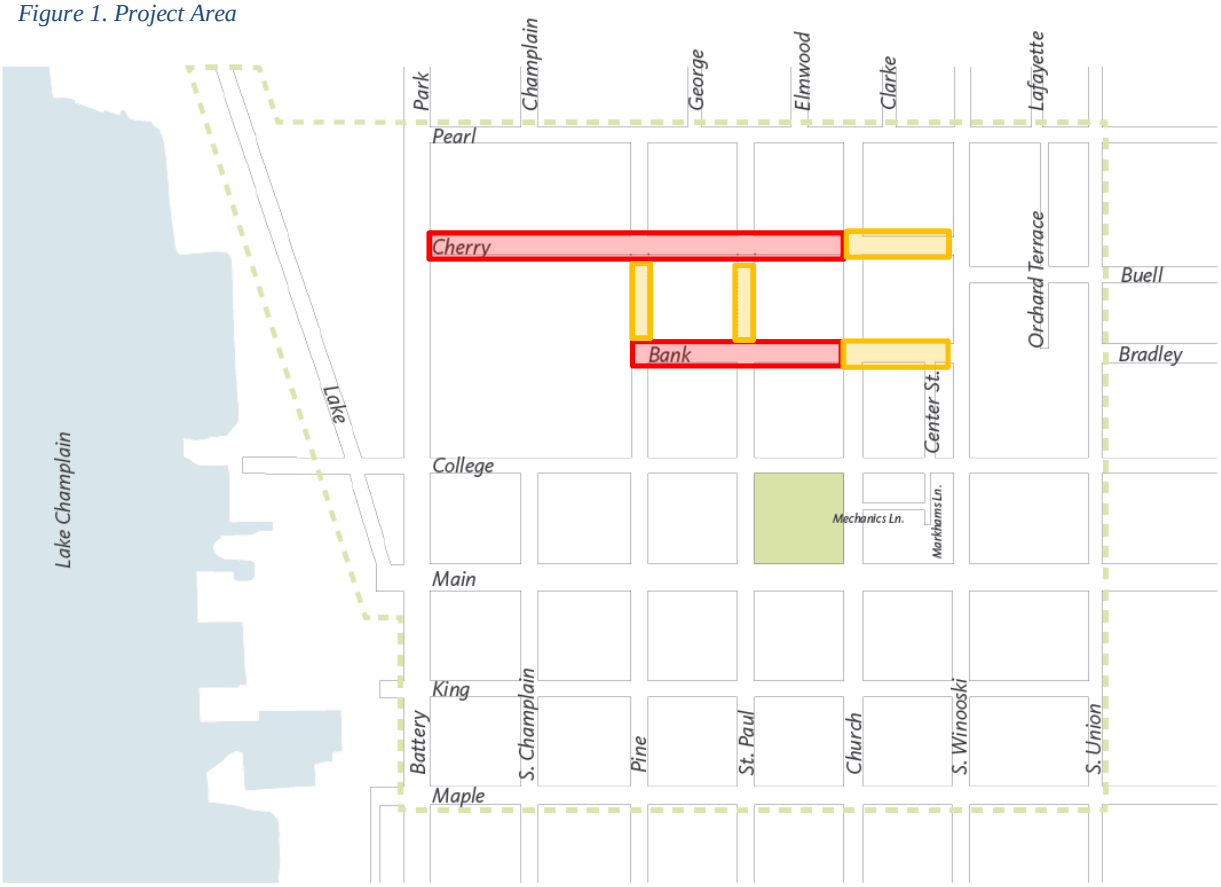
Summary

DPW is advancing the Great Streets Reconnecting Bank & Cherry project following the City Council's acceptance of our $15M Congressionally Directed Spending (CDS) and $22M Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants that are funding this project.

The building blocks of our design concepts are the Great Streets BTV Downtown Standards (adopted April 16, 2018) and planBTV Walk Bike (adopted March 17, 2017). The design concepts for Bank Street and Cherry Street west of Church Street were approved by City Council on May 21, 2018. With our new federal funding, we are adding the blocks of Bank and Cherry Streets east of Church Street to this project, as well as the new blocks of Saint Paul Street and Pine Street (see Figure 1). We are now seeking approval of the preferred design concepts of the new blocks added

to the project.

Figure 1. Project Area



Previous City Council approval
New blocks added to the project area – seeking concept approval

Background of the Reconnecting Bank & Cherry Project

In 2016, Burlington voters approved Tax Increment Financing (TIF) for purchasing the reconstructed St Paul and Pine Streets and improvements to Bank and Cherry Streets. The TIF funding was based on anticipated revenues generated from the CityPlace development.

From 2016 through 2018, the City developed design plans to reconstruct Bank and Cherry Streets. At this time, the project ended at Church Street, which is the boundary of the Waterfront TIF district, leaving the one block between Church St and Winooski Ave unimproved.

- The design was based on Burlington's Great Streets Standards, which designate **Cherry Street as a "Commercial Slow Street with Transit" (Figure 3)** and **Bank Street as a "Commercial Slow Street" (Figure 4).**
- planBTV Walk Bike's long-term recommendation for Bank Street is shared use lane markings with traffic calming, and there is no recommendation for Cherry Street. In the current concept, Bank Street will be a curbless shared street, and Cherry Street will have shared lane markings and traffic calming. Both streets are in the Downtown Slow Zone (designed for less than 20 miles per hour)

- The design plans were advanced to the 75% design stage.
- The public input process under this original project included:
    - March 27, 2018 – Introduction of the Bank and Cherry Street Design Alternatives to the Transportation, Energy, and Utilities Committee (TEUC)
    - April 10, 2018 – Public Meeting on Bank and Cherry Street Design Alternatives at Contois Auditorium
    - April 11, 2018 – Public Meeting on Bank and Cherry Street Design Alternatives at Burlington City Arts
    - April 18, 2018 – Public Works Commission Presentation & public comments
    - May 1, 2018 – TEUC presentation & public comments
    - May 16, 2018 – Public Works Commission Presentation (Preferred Alternative recommendation & approval)
    - May 16, 2018 – TEUC Presentation (preferred alternative approval recommendation to City Council of Preferred Alternative)
    - May 21, 2018 – City Council presentation and approval of the Preferred Alternative

Simultaneously, the CityPlace Partners (CPP) advanced designs for the new sections of Saint Paul Street and Pine Street.

- The design is also based on the Great Streets Standards, which designate these blocks of **Pine Street and Saint Paul Street both as "Minimum Commercial Streets" (Figure 5).**
- The planBTV Walk Bike recommendation for the new block of Pine Street is a shared lane with traffic calming, and there is no recommendation for the new block of Saint Paul Street. Both are in the Downtown Slow Zone.
- The public input process under this project (led by CPP) included:
    - February 7, 2017 – Development Review Board Public Hearing for building and new street concepts. In preparation:
        - June 22, 2016 – Neighborhood Planning Association (NPA) Ward 4/7 Presentation
        - August 10, 2016 – NPA Ward 1/8 Presentation
        - September 1, 2016 – NPA Ward 6 Presentation
        - September 8, 2016 – NPA Ward 2/3 Presentation
        - September 20, 2016 – NPA Ward 5 Presentation
        - October 13, 2016 – NPA Ward 2/3 Presentation
        - February 21, 2017 – Development Review Board Hearing (#17-0662CA/MA)
    - February 27, 2020 – Pre-Application Public Neighborhood Meeting at Contois Auditorium
    - May 10, 2021 – City Council presentation about new street design concepts (St Paul St and Pine St)

In 2018, the CityPlace project stalled, which left the status of the TIF funding uncertain and not available for the City to use. The City began seeking other funding sources for the Bank and Cherry Street improvements and the new sections of Saint Paul and Pine Streets.

Funding for the CDS Cherry and RAISE Reconnecting Downtown Project

In early 2023, the City was awarded $15 million of Congressionally Directed Spending (CDS) funds from Senator Leahy for Cherry Street. This includes $12 million of federal funding and $3 million of local match. For the City's local match, $2.4 million is coming from Waterfront TIF and $600k is coming from capital funds from the Town Meeting Day March 2023 bond. The City Council approved accepting this grant on September 11, 2023.

Later in 2023, the City was awarded a $22 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the entire project area. The RAISE grant also includes a workforce development program which is being managed by the City's Business and Workforce Development department. The City Council approved accepting this grant on February 12, 2024.

This new federal funding allows the City to add the block of Bank Street and Cherry Street east of Church Street to the project so we can rebuild both corridors consistently. It also allows the City to manage large portions of the design and construction of the new street segments of Pine Street and Saint Paul Street.

Proposed Concept

The proposed concepts are rooted in several years of design and development from the Great Streets Standards and planBTV Walk Bike. For the newly added blocks of Bank Street and Cherry Street, DPW is proposing to continue the existing design concept and cross sections from Bank Street and Cherry Street west of Church Street, which are shown in Figures 4 and 5 below and in Attachment 1. For Saint Paul Street and Pine Street, DPW's street concept is consistent with the Great Streets design for Commercial Minimum streets. Please see the concept drawings shown in Attachment 1.

Key elements of the proposed concept include:

- Burying the overhead utilities on Bank Street between St Paul and Pine Streets (to allow for bigger healthier trees and a cleaner look)
- Planting all new trees and installing either soil cells or other optimum growing mediums for the street trees
- Providing permeable pavers in greenbelt and other technologies to take stormwater from the sidewalk and tree belt to feed the trees
- Installing granite curbs that will have a longer life than concrete
- Adding bump outs that will narrow pedestrian crossings and add planting /activation areas
- Install new lighting fixtures consistent with BED design standards and meet current lighting standards for both the sidewalk and the street
- Adding amenities along the streets including seating, pedestrian plazas, public art, and bike parking

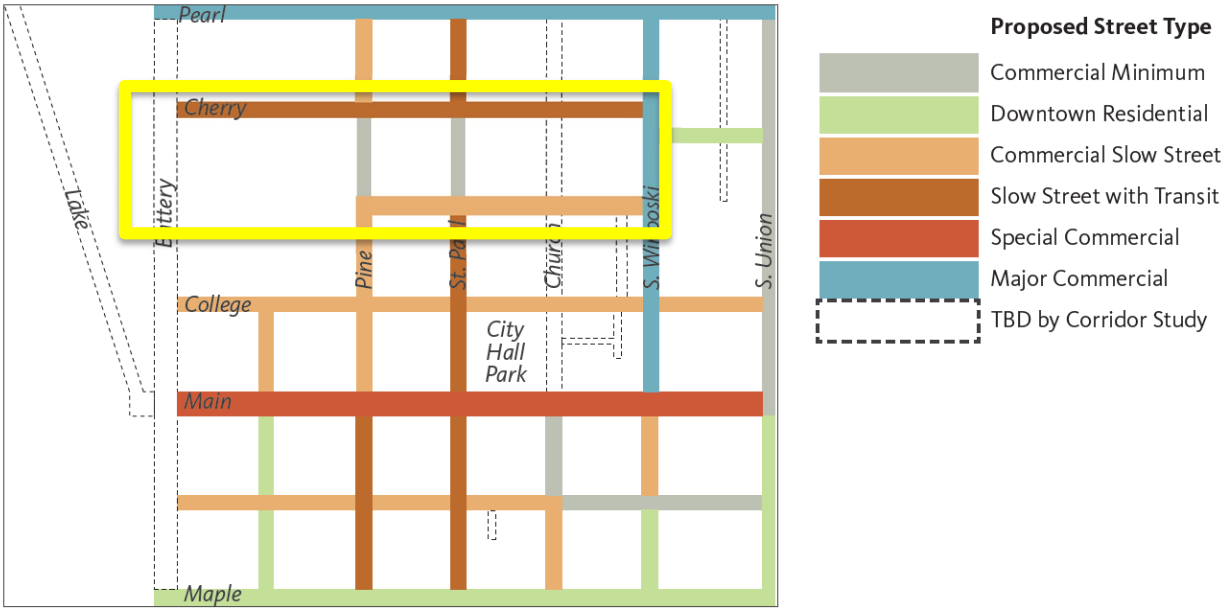


Figure 2. Great Streets Standards Street Types

Commercial Slow Street with Transit (66' ROW, 36' Roadway)

36' Roadway Zone—30' Pedestrian Zone

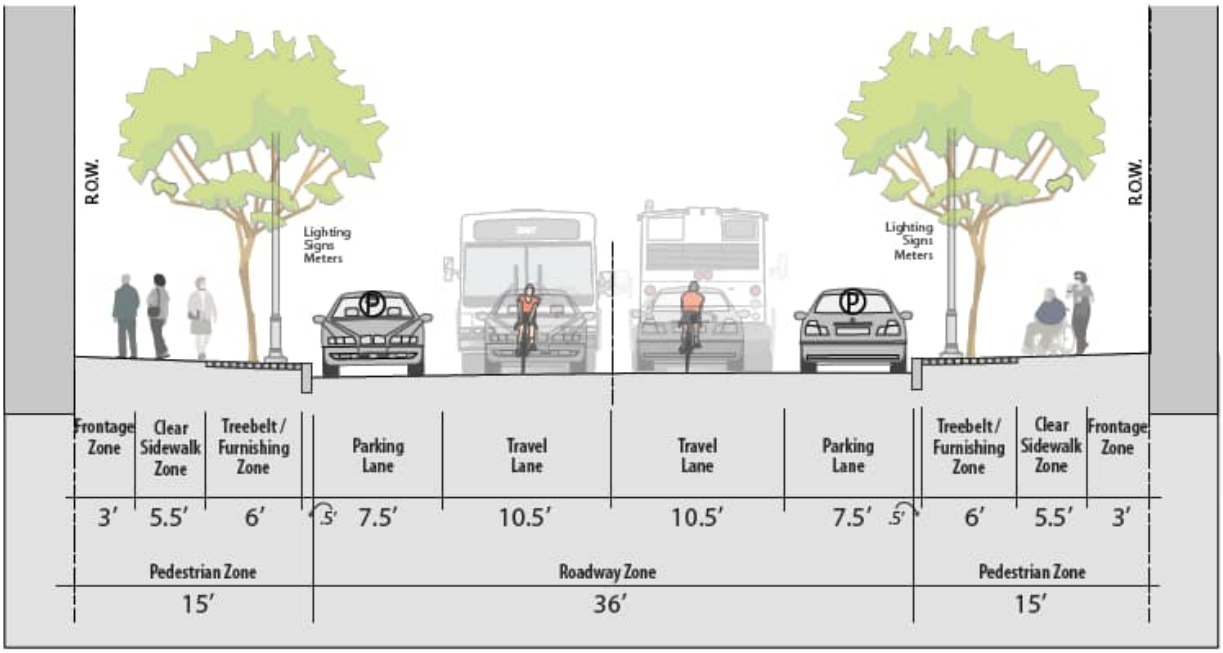


Figure 3. Cherry Street Great Streets Type

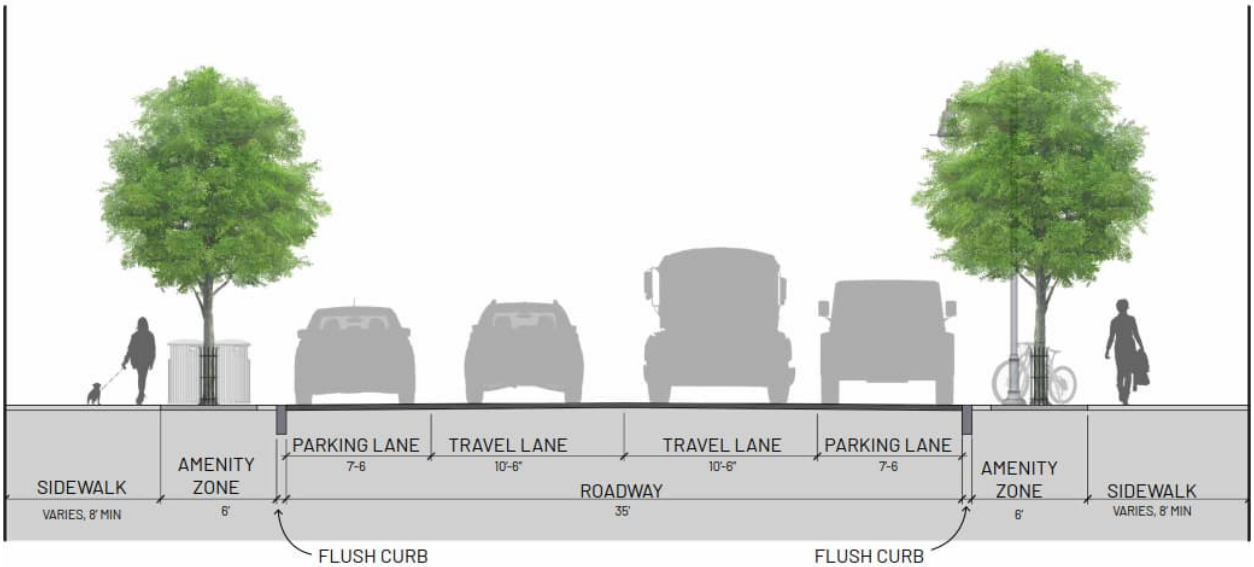


Figure 4. Bank Street Proposed Section

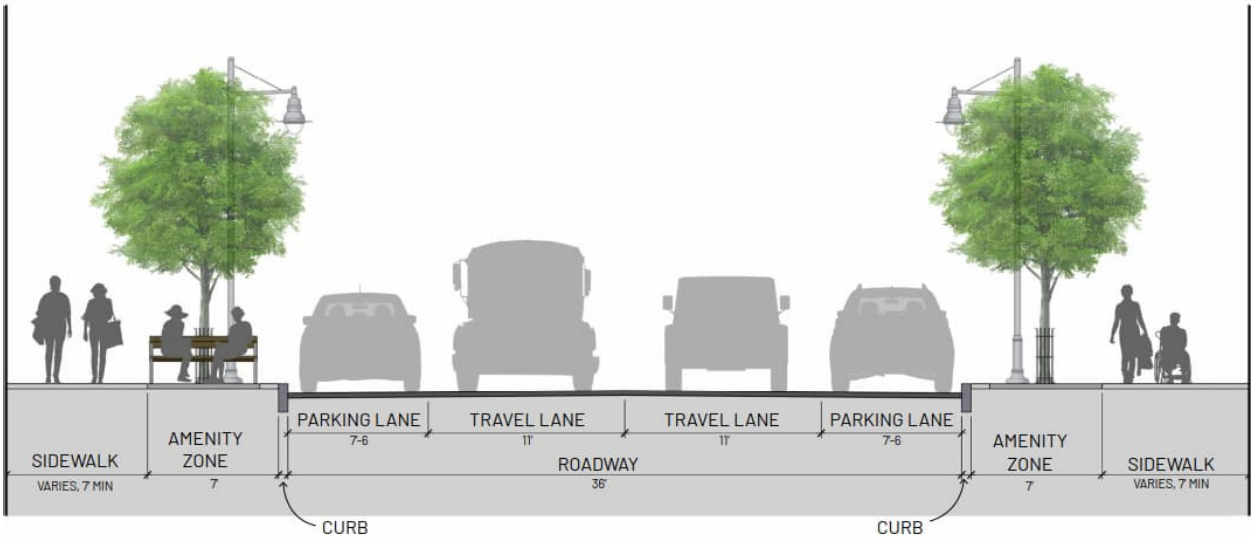


Figure 5. Cherry Street Proposed Section

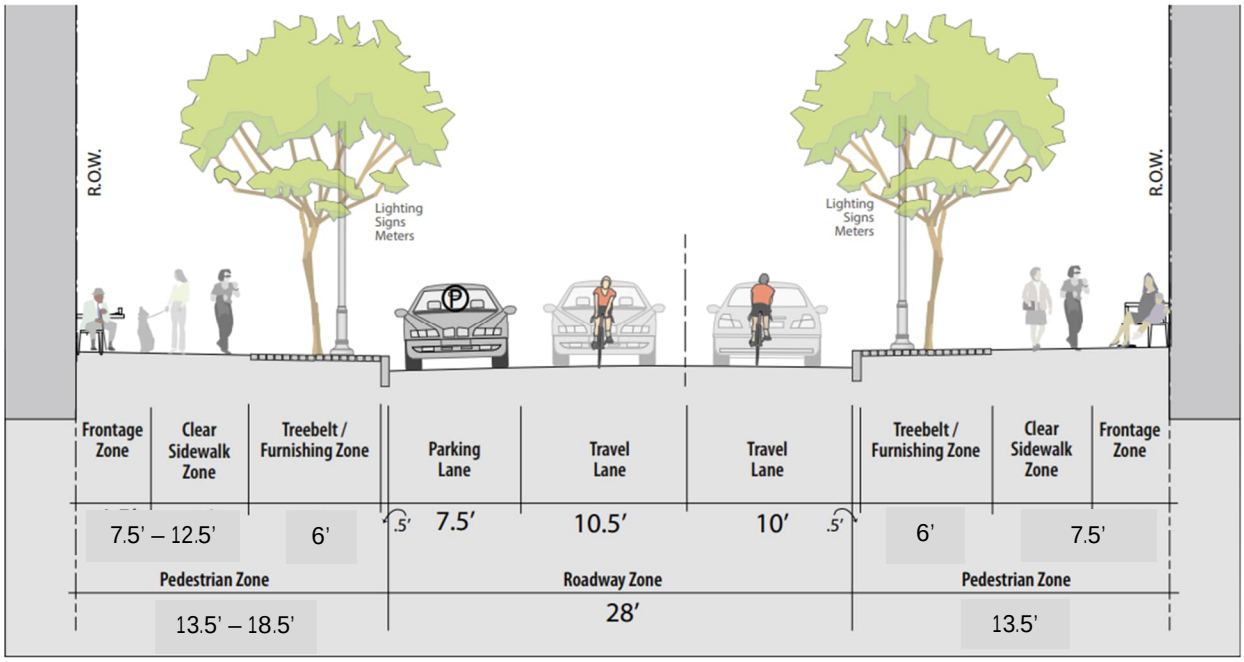


Figure 6. Pine Street and Saint Paul Street Proposed Section

The concept designs reference planBTV Walk Bike, in which the community identified Pearl Street and Main Street as the priority corridors for dedicated, separated bikeways to travel east-west by bike. Pearl and Main Streets provide connectivity to other bikeways to the east and west, while Cherry and Bank Streets fill important gaps for just 3 to 4 blocks in the downtown core. The Reconnecting Bank & Cherry project area is in the Downtown Slow Zone, focusing on traffic calming and shared lanes.

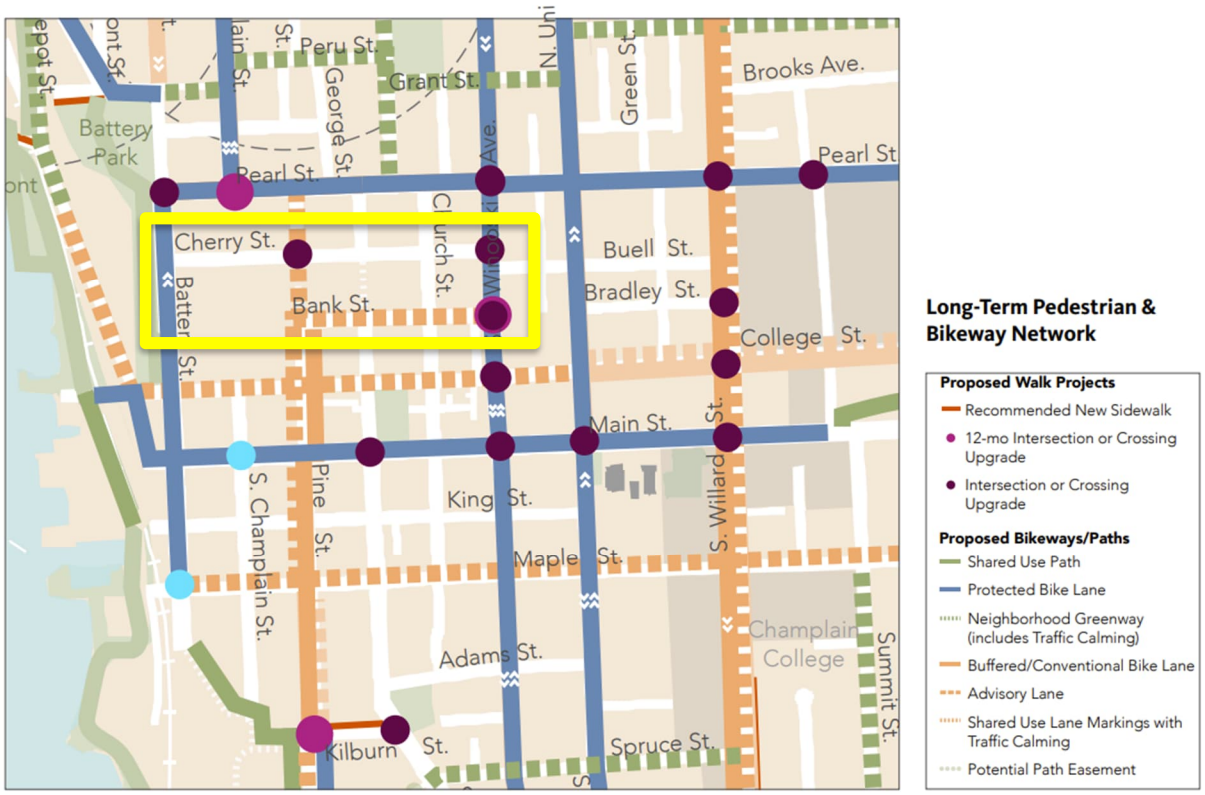


Figure 7. planBTV Walk Bike excerpt for Downtown

Timeline/Next Steps

The timeline and next steps for this project are as follows:

May – June 2024 | Upcoming Public Meetings

- Public Meeting at Contois Auditorium | May 23 at 6:30pm
- Church Street Commission | June 12 at 9am
- Public Works Commission | June Meeting (date TBD, likely June 26 at 6pm)
- City Council to seek Concept Approval | June 24

June – October 2024 | Design Development

October 2024 – April 2025 | National Environmental Protection Act (NEPA) review

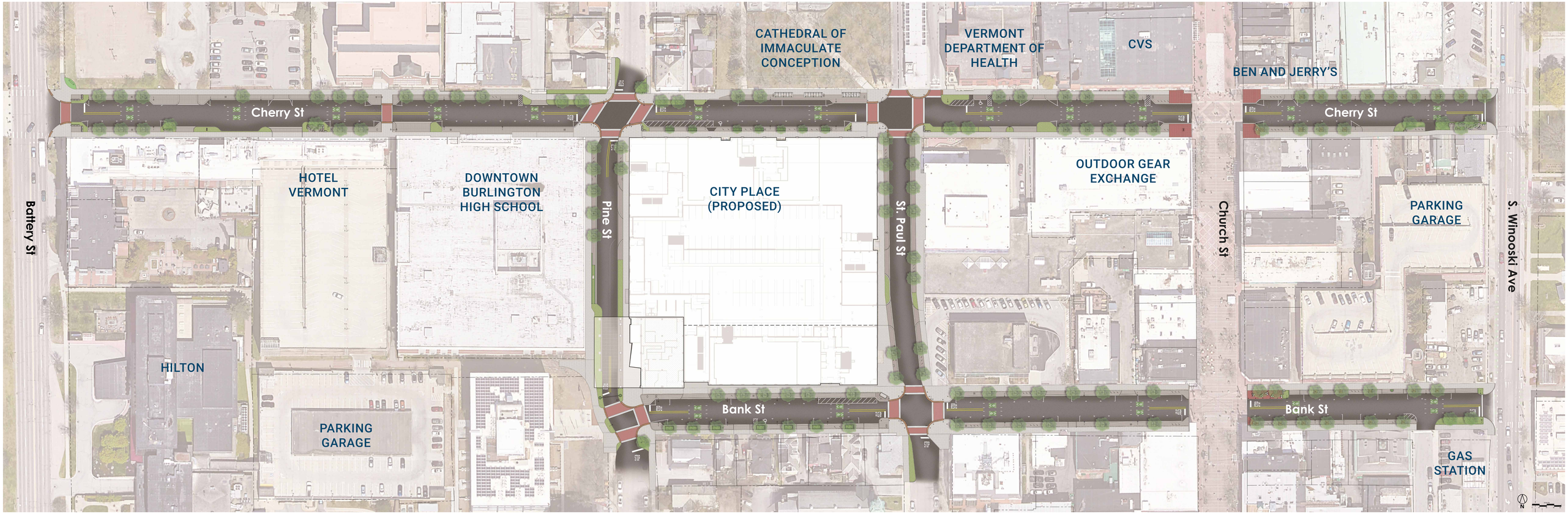
April 2025 – May 2026 | Final Design, Permitting and Right of Way

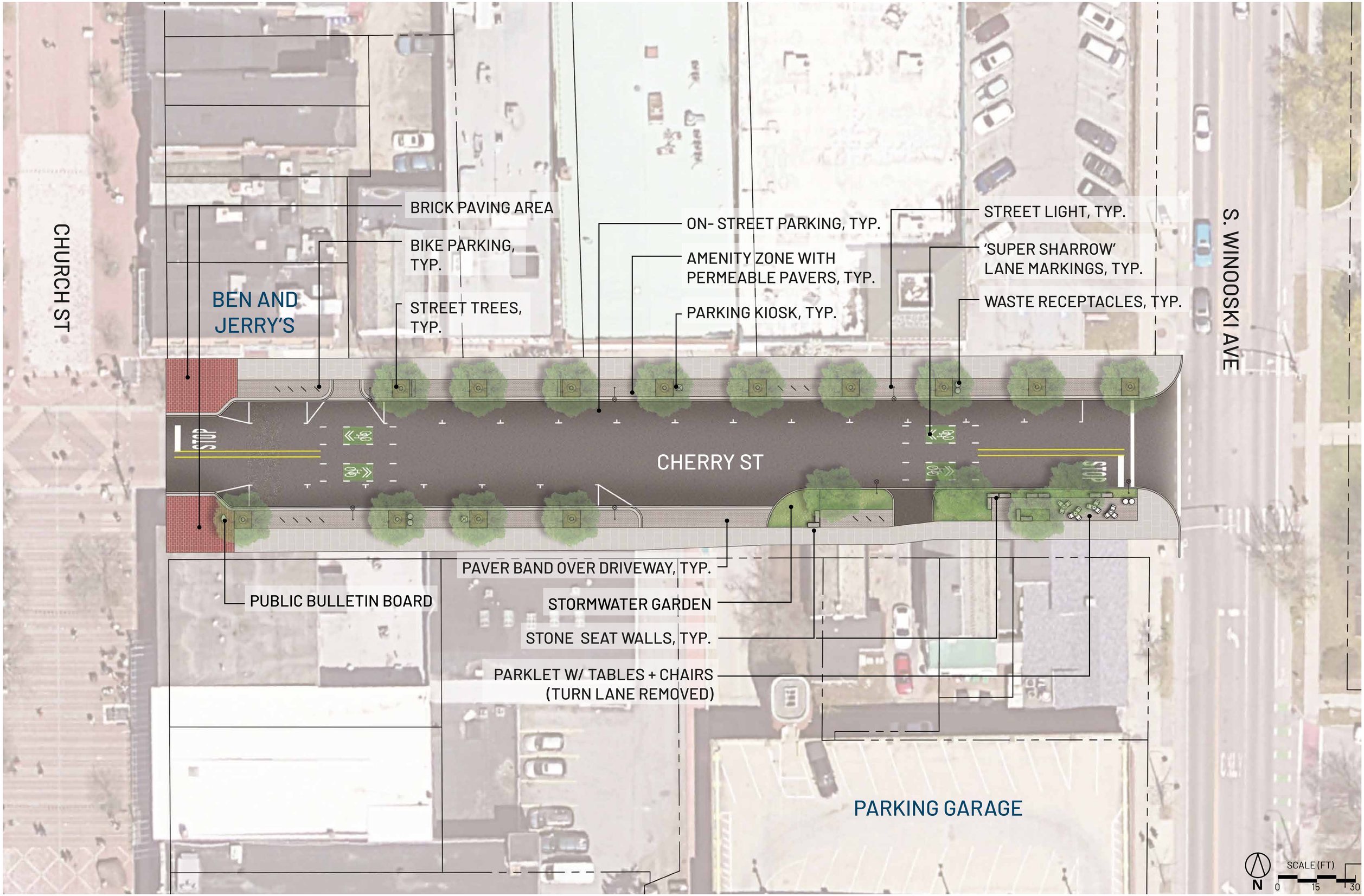
Spring/Summer 2026 | Cherry Street Construction

Spring/Summer 2027 | Bank Street, Saint Paul Street, Pine Street Construction

Attachments

1. Concept Drawings


CATHEDRAL OF IMMACULATE CONCEPTION
VERMONT DEPARTMENT OF HEALTH
CVS
BEN AND JERRY'S
Cherry St
Cherry St
HOTEL VERMONT
DOWNTOWN BURLINGTON HIGH SCHOOL
CITY PLACE (PROPOSED)
OUTDOOR GEAR EXCHANGE
PARKING GARAGE
Battery St
Pine St
St. Paul St
Church St
S. Winooski Ave
HILTON
PARKING GARAGE
Bank St
Bank St
GAS STATION


CHURCH ST
S. WINOOSKI AVE
CHERRY ST
BEN AND JERRY'S
PARKING GARAGE
BRICK PAVING AREA
BIKE PARKING, TYP.
STREET TREES, TYP.
ON- STREET PARKING, TYP.
AMENITY ZONE WITH PERMEABLE PAVERS, TYP.
PARKING KIOSK, TYP.
STREET LIGHT, TYP.
'SUPER SHARROW' LANE MARKINGS, TYP.
WASTE RECEPTACLES, TYP.
PUBLIC BULLETIN BOARD
PAVER BAND OVER DRIVEWAY, TYP.
STORMWATER GARDEN
STONE SEAT WALLS, TYP.
PARKLET W/ TABLES + CHAIRS (TURN LANE REMOVED)
STOP
STOP
N
SCALE (FT)
0
15
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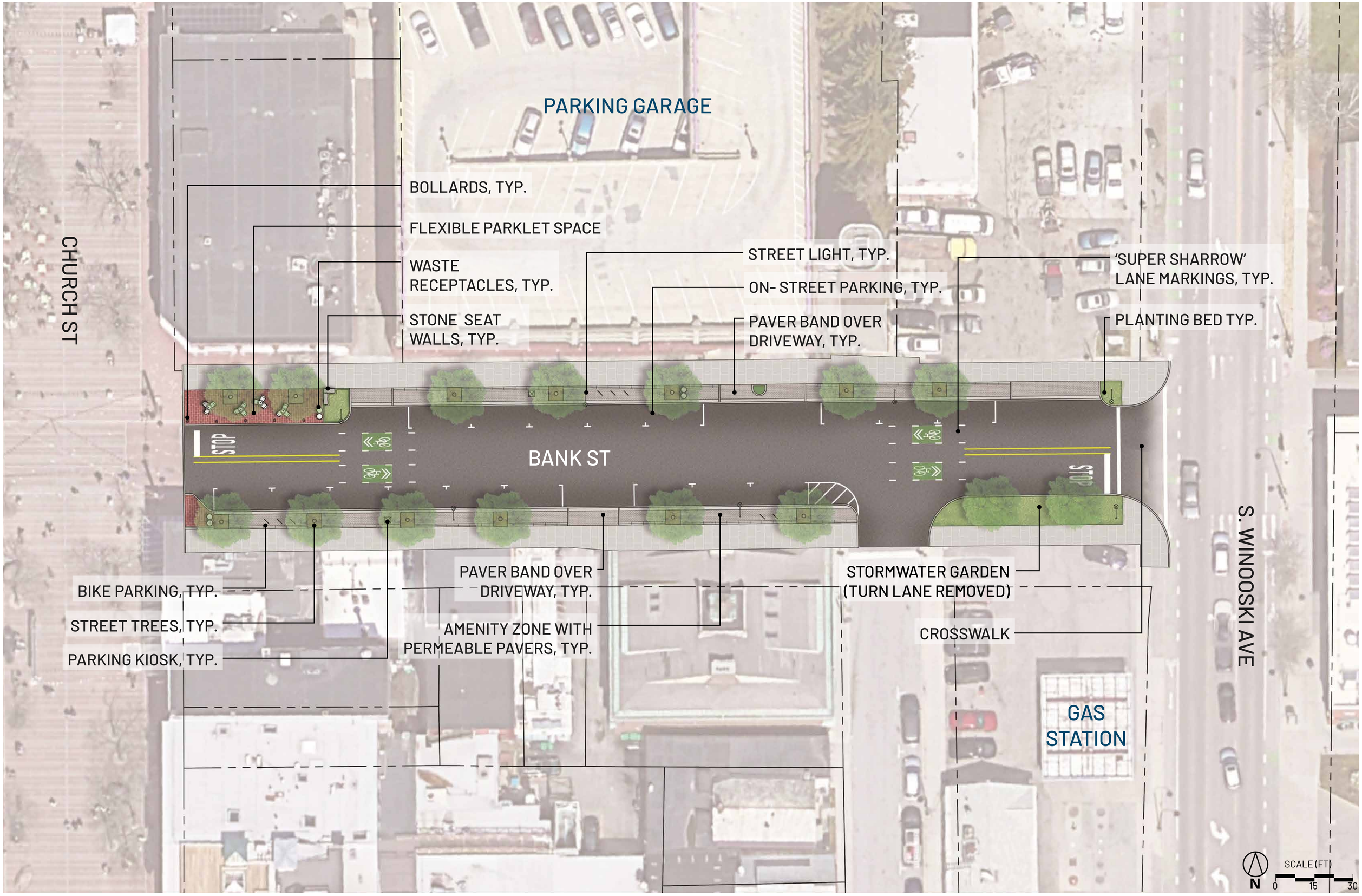
PARKING GARAGE
BOLLARDS, TYP.
FLEXIBLE PARKLET SPACE
WASTE RECEPTACLES, TYP.
STONE SEAT WALLS, TYP.
STREET LIGHT, TYP.
ON- STREET PARKING, TYP.
PAVER BAND OVER DRIVEWAY, TYP.
'SUPER SHARROW' LANE MARKINGS, TYP.
PLANTING BED TYP.
CHURCH ST
STOP
BANK ST
STOP
S. WINOOSKI AVE
BIKE PARKING, TYP.
STREET TREES, TYP.
PARKING KIOSK, TYP.
PAVER BAND OVER DRIVEWAY, TYP.
AMENITY ZONE WITH PERMEABLE PAVERS, TYP.
STORMWATER GARDEN (TURN LANE REMOVED)
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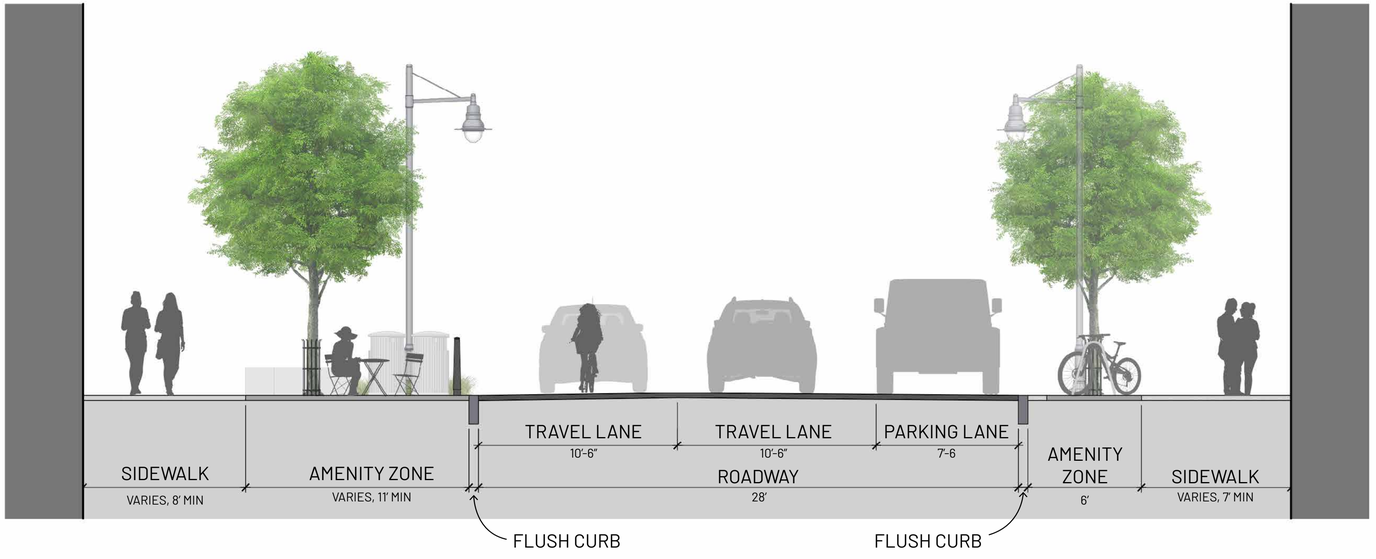
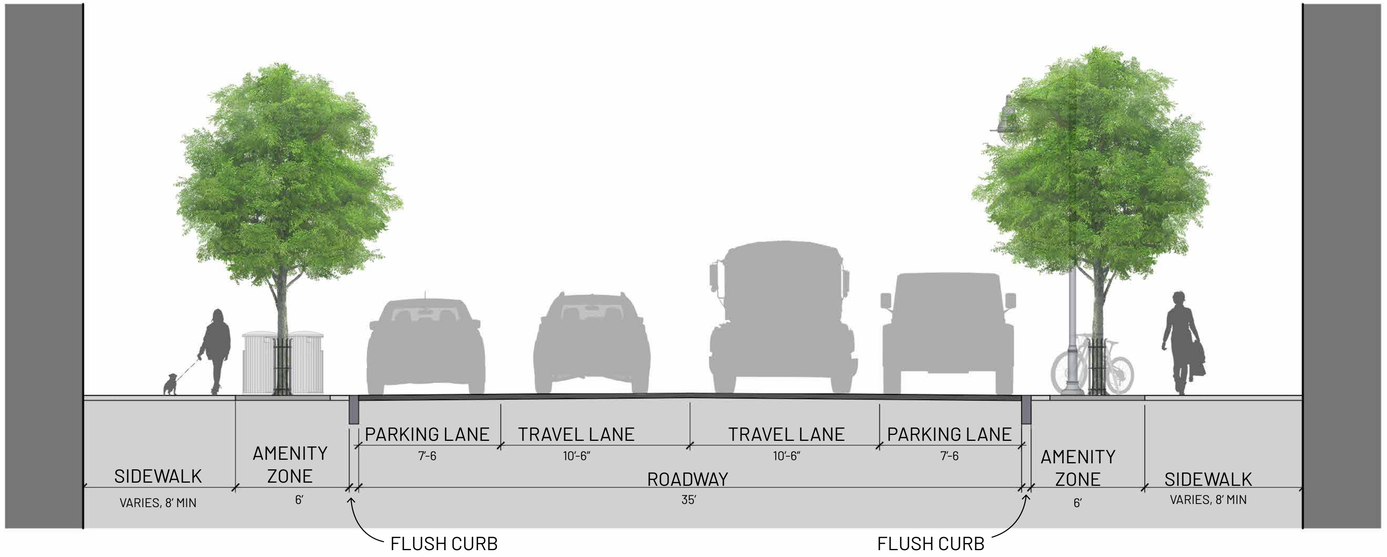
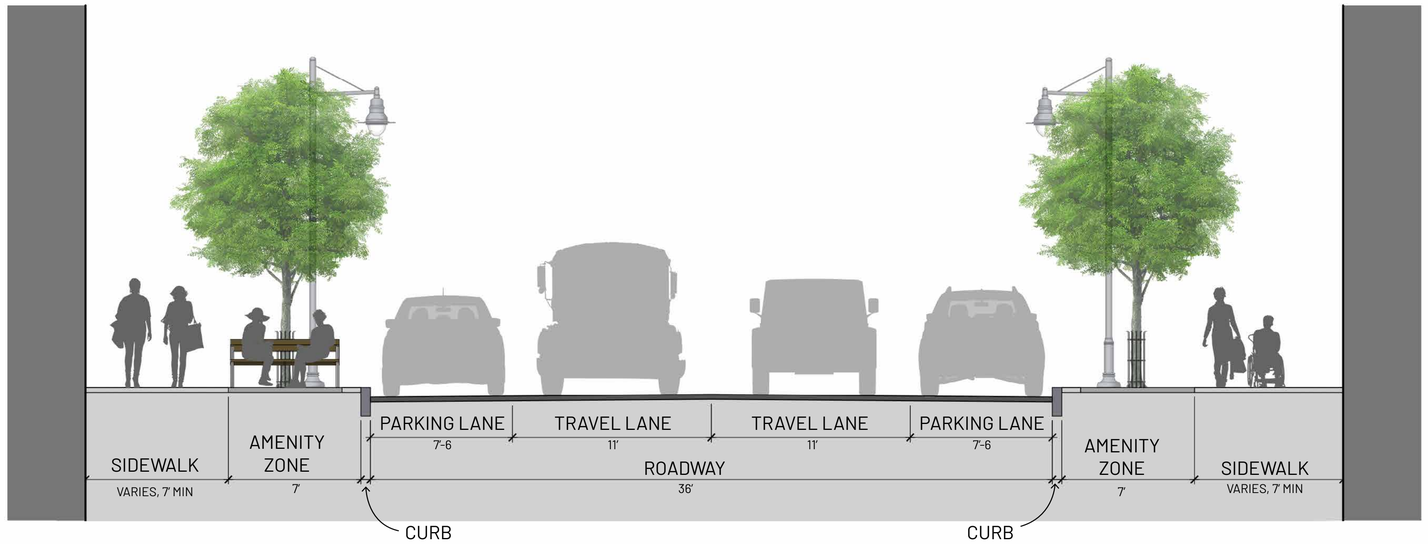


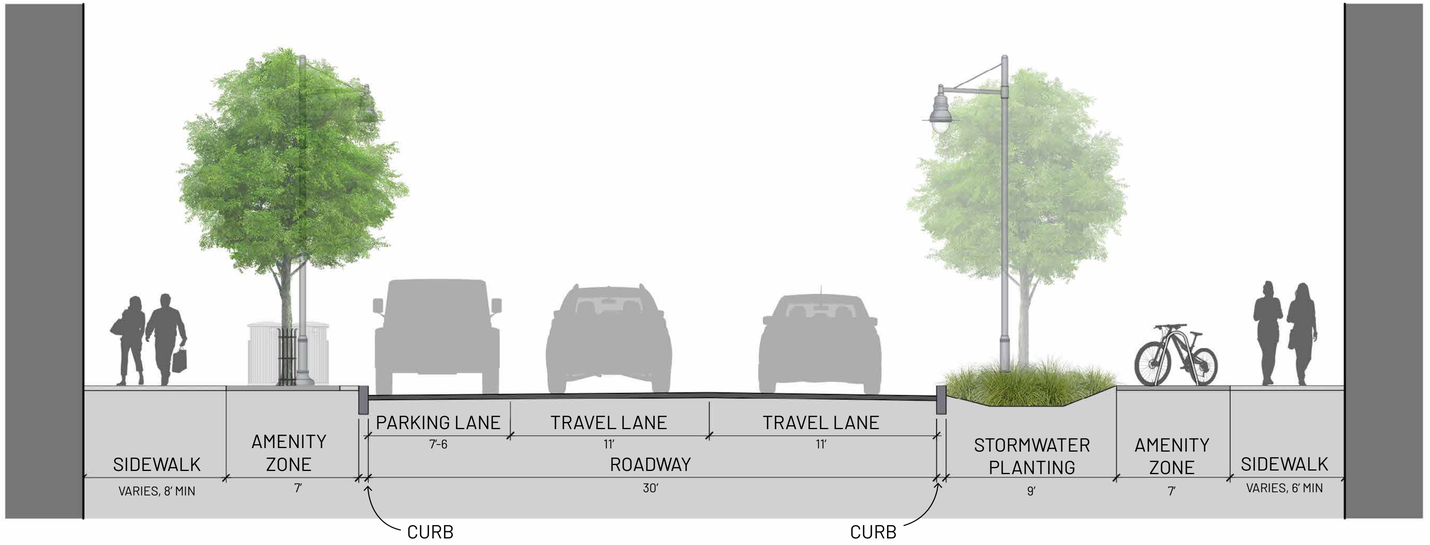
BANK STREET | SECTION 1



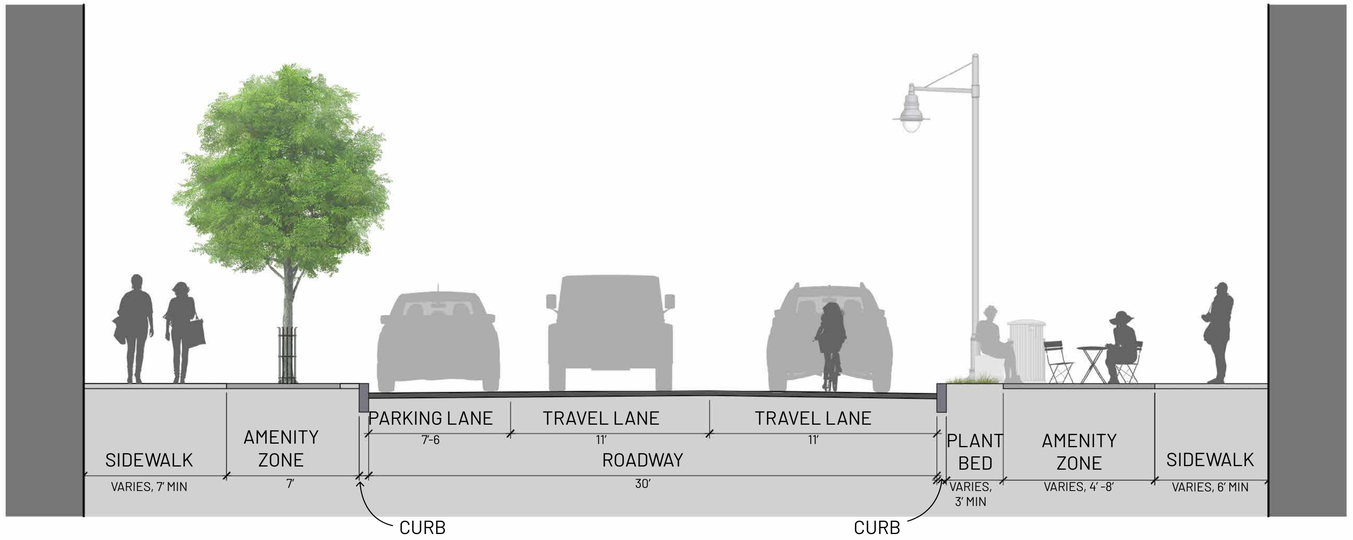
BANK STREET | SECTION 2



CHERRY STREET | SECTION 1



CHERRY STREET | SECTION 2



CHERRY STREET | SECTION 3

Community Meeting

May 23, 2024

PREPARED BY

Burlington Department of Public Works
645 Pine Street, Burlington VT, 05401
802-809-1355

Introductions

Project History

Design Concept Building Blocks

Proposed Improvements

Next Steps

Your Input

Photo source: City of Burlington Downtown Street Design and Construction Standards

Agenda

Chapin Spencer
Public Works Director

Laura Wheelock, PE
Senior Public Works Engineer, Project Supervisor

Julia Ursaki, PE
Public Works Engineer, Project Manager

Kara Alnasrawi
Business & Workforce Development Director

Alex Bacheller
Workforce Development Manager

Greg Goyette, PE
Principal-in-Charge

Israel Maynard, PE
Project Manager

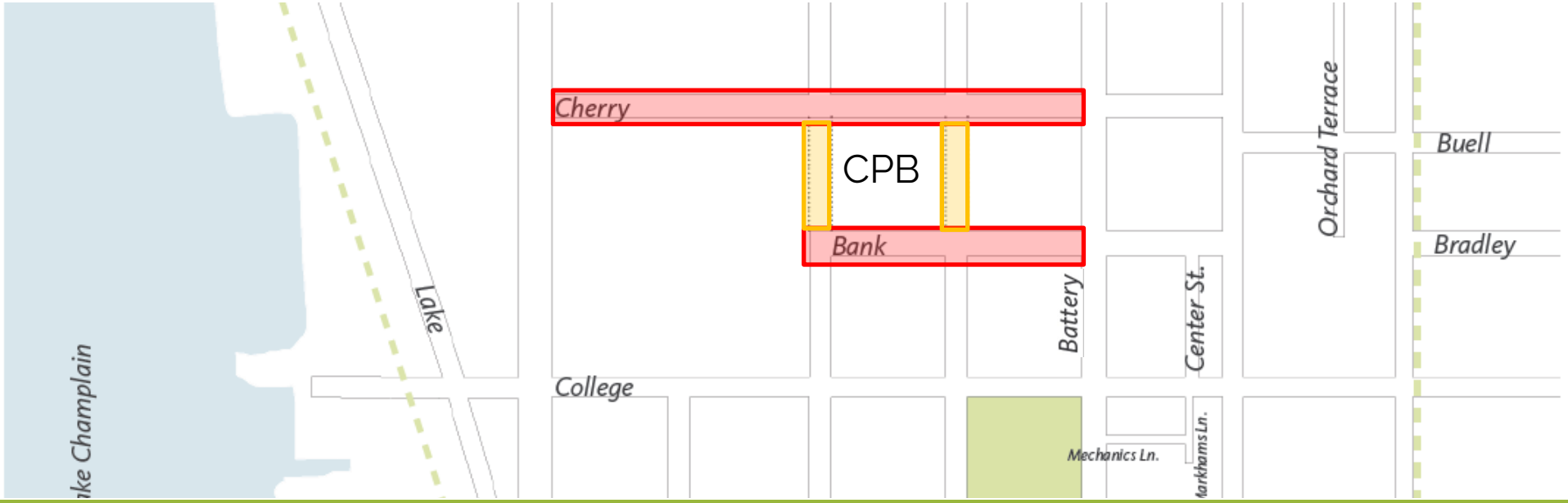
Patrick Olstad, PLA, ASLA, LEED AP
Senior Landscape Architect

Hannah Loope, PLA, ASLA
Landscape Architect

Project Team

Project History

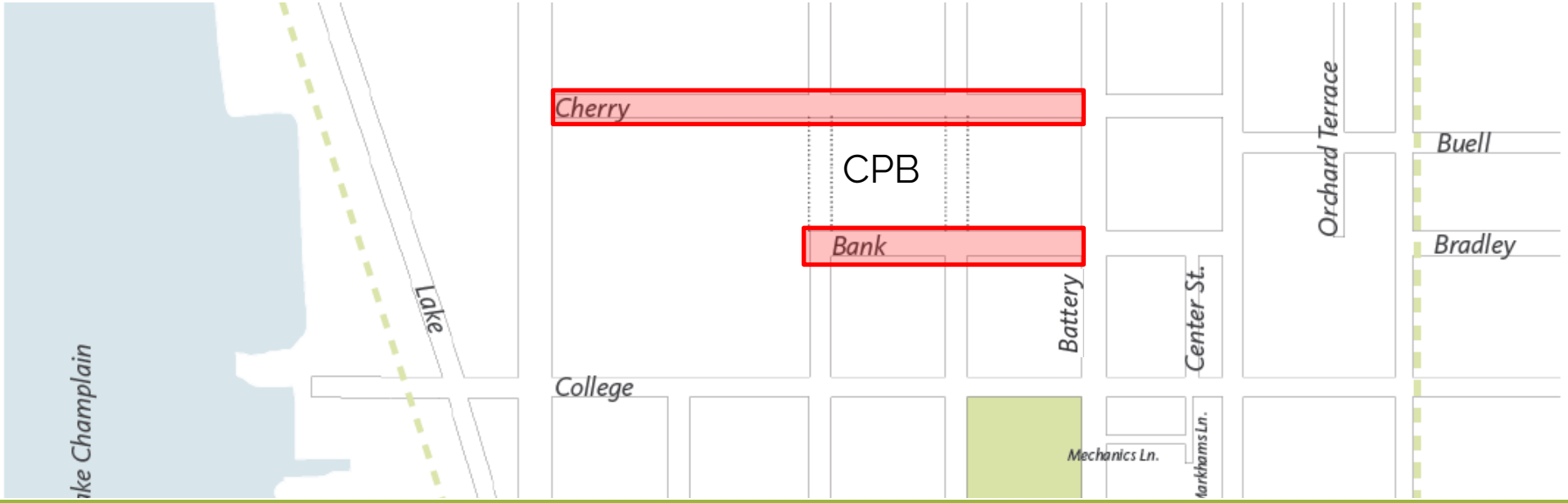
2016 Burlington voters approved Tax Increment Financing (TIF) funded project for improvements to Bank & Cherry Streets and purchasing the reconstructed Pine & Saint Paul Street blocks



Project History

2016 - 2018 City developed design plans to reconstruct Bank & Cherry Streets based on Great Streets Standards and planBTV Walk Bike

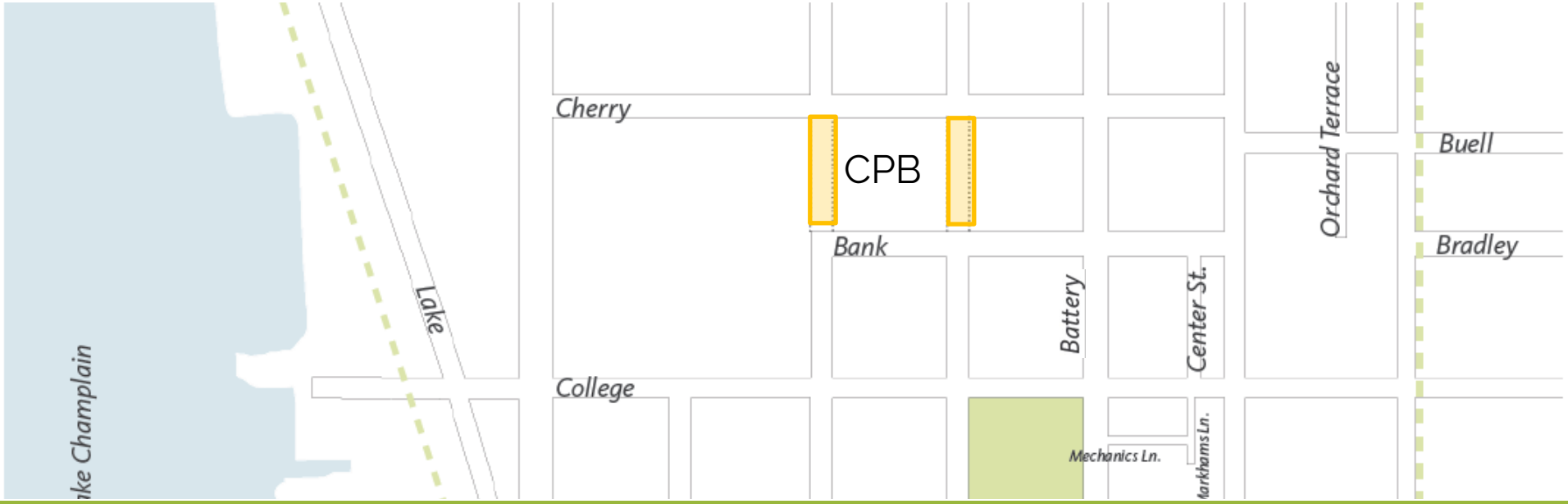
May 2018 City Council approves the concept



Project History

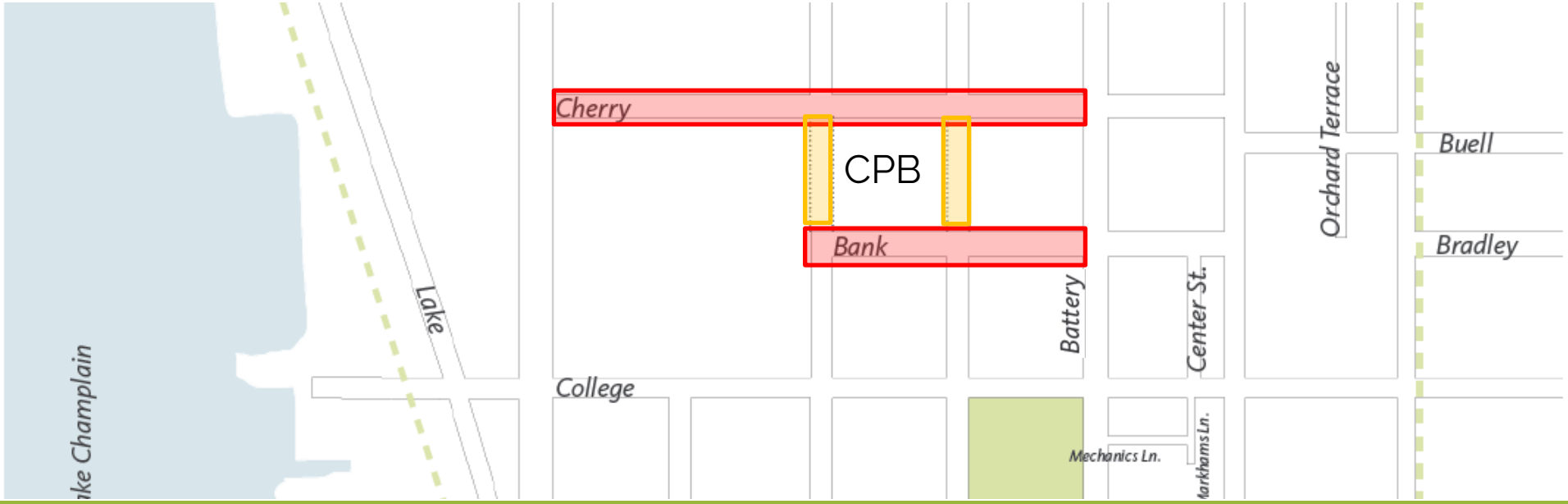
2016 – 2018 Private developer (CityPlace) advanced design plans to construct the new street segments of Pine & Saint Paul Street

Feb 2017 Development Review Board approves street design



Project History

2018 Private project stalls, City project loses funding & pauses

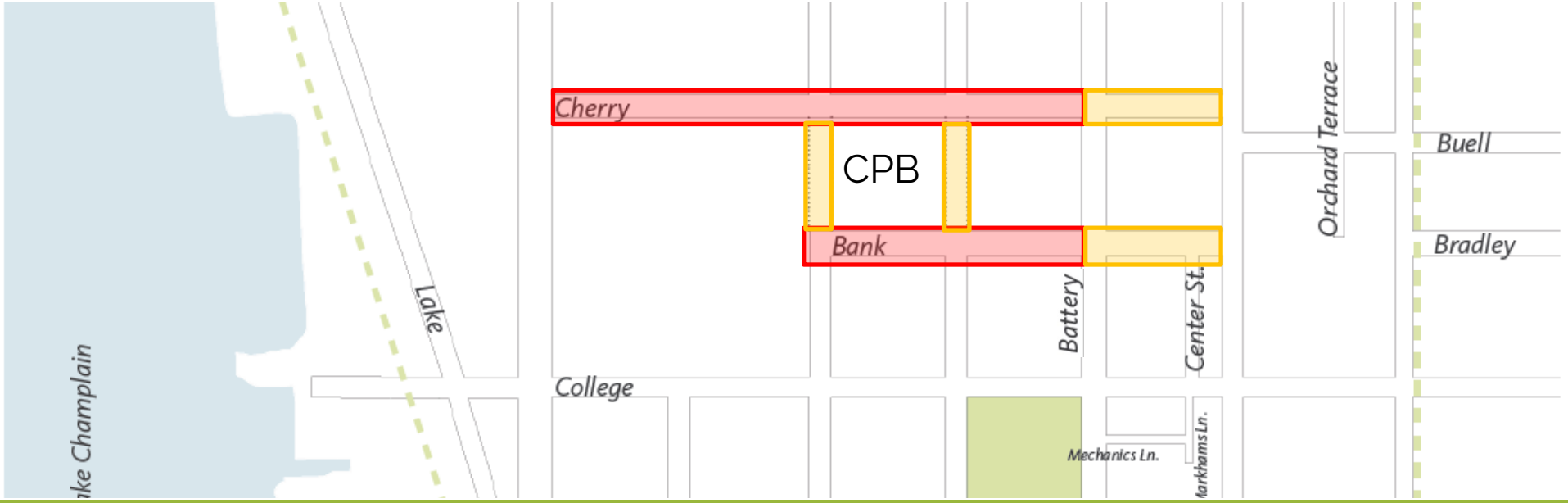


New Funding

2023

City of Burlington is awarded grant funding for entire project area, and adds east blocks of Bank & Cherry into the project and a workforce development program

$12M Senator Leahy Congressionally Directed Spending for Cherry Street
$22M USDOT RAISE Grant for entire project area



Workforce Development

The RAISE grant includes funding to support workforce development, specifically in construction. These programs will:

- Support Burlington residents to access free training opportunities
- Be hosted by local training organizations with accredited curriculum, space, and materials to support successful trainings
- Provide participants with necessary equipment for safety on the job and preparedness for work
- Connect participants with on-the-job training to culminate their classroom work with hands-on, real-world experience
- Support participants to access aid for transportation, child care and other supportive services

We are in the Request for Qualifications stage of the process as we search for qualified, local organizations to deliver trainings.

Design Concept Building Blocks

Walk Bike plan BTV

Great Streets BTV

- **Balance users and uses**
- **Define street types**
- **Standardize roadway and pedestrian zone dimensions for each street type**
- **Provide roadmap for:**
  - Street ecology (landscape, stormwater)
  - Public placemaking
  - Bikeways
  - Lighting
  - Materials
  - Furnishings
  - Signage
- **Provide common palette of materials and furnishings for ease of maintenance**

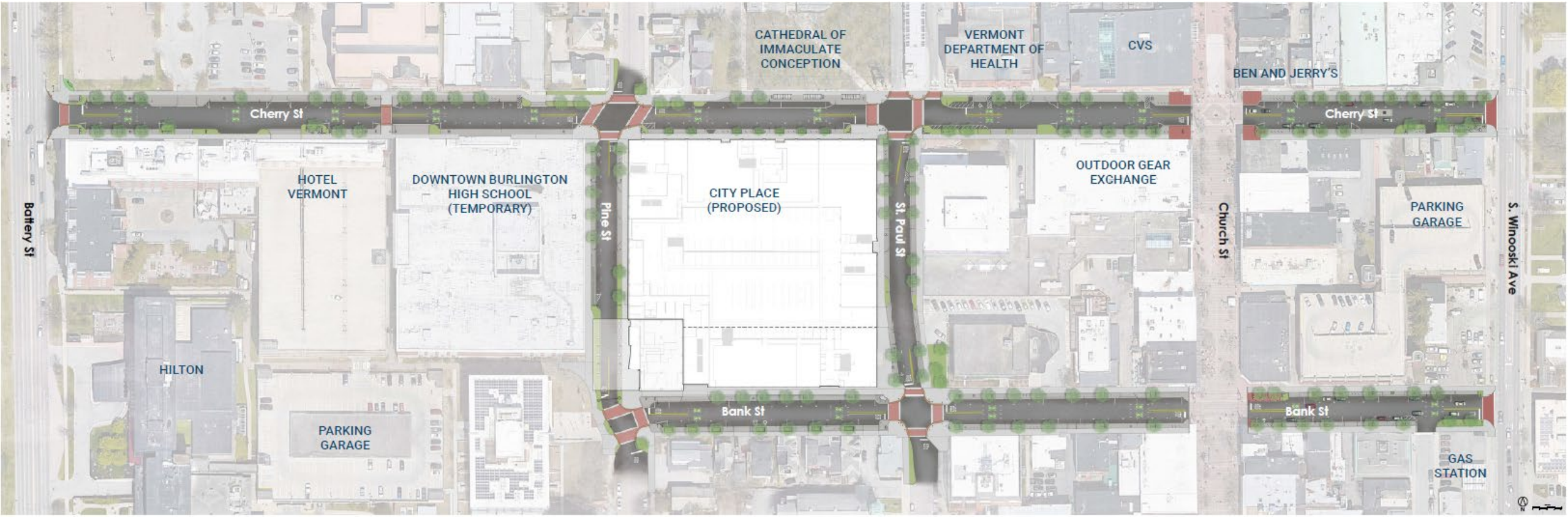
Adopted April 16, 2018

Walk Bike planBTV

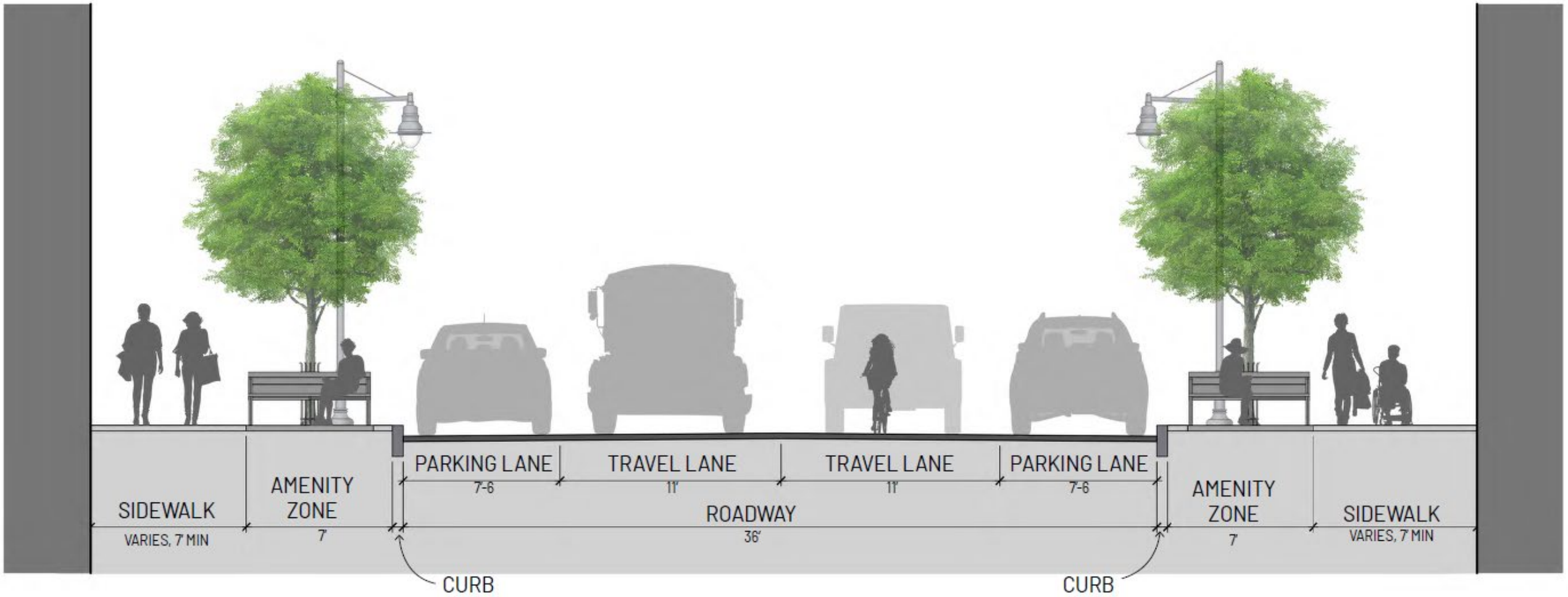
- Main St, Pearl St, Battery St, and Winooski Ave as bicycling corridors
- Downtown Streets as shared streets with traffic calming

Adopted March 17, 2017

15-Year Bikeway Network Plan—planBTV Walk Bike Master Plan



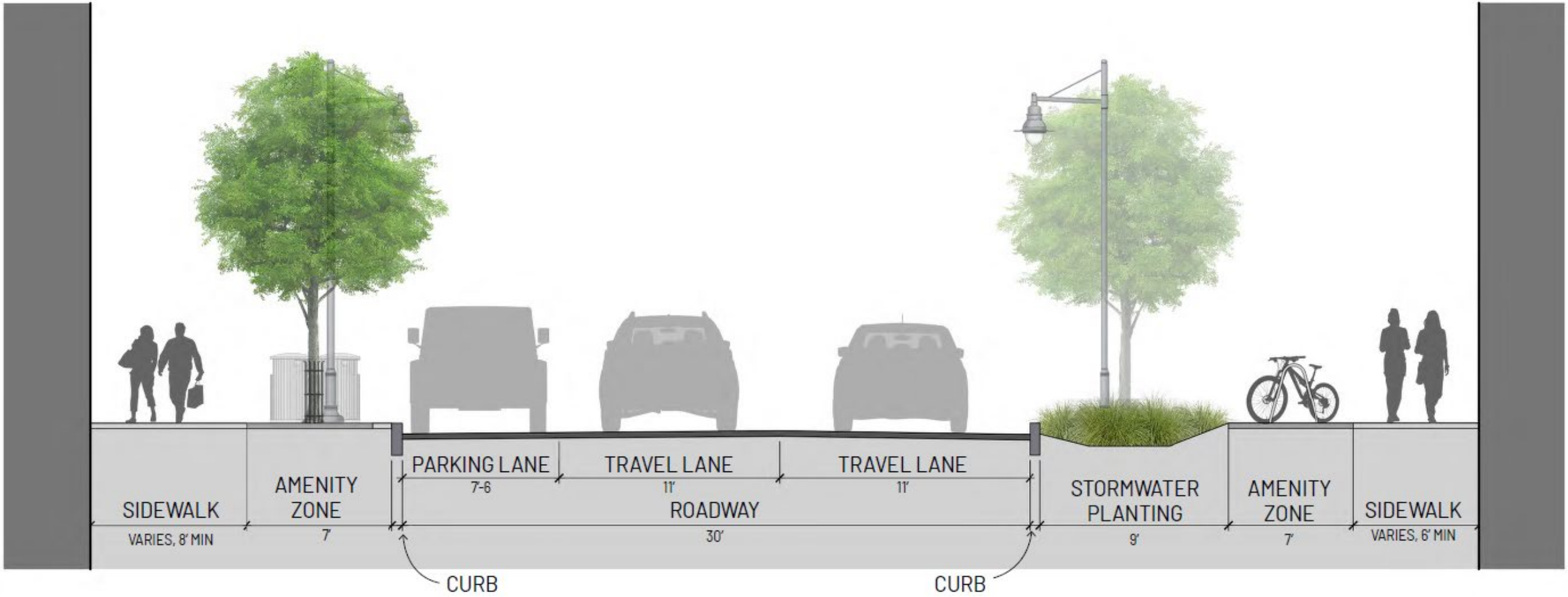
Proposed Improvements



Cherry Street 1

Commercial Slow Street with Transit
(66' ROW, 36' Roadway)

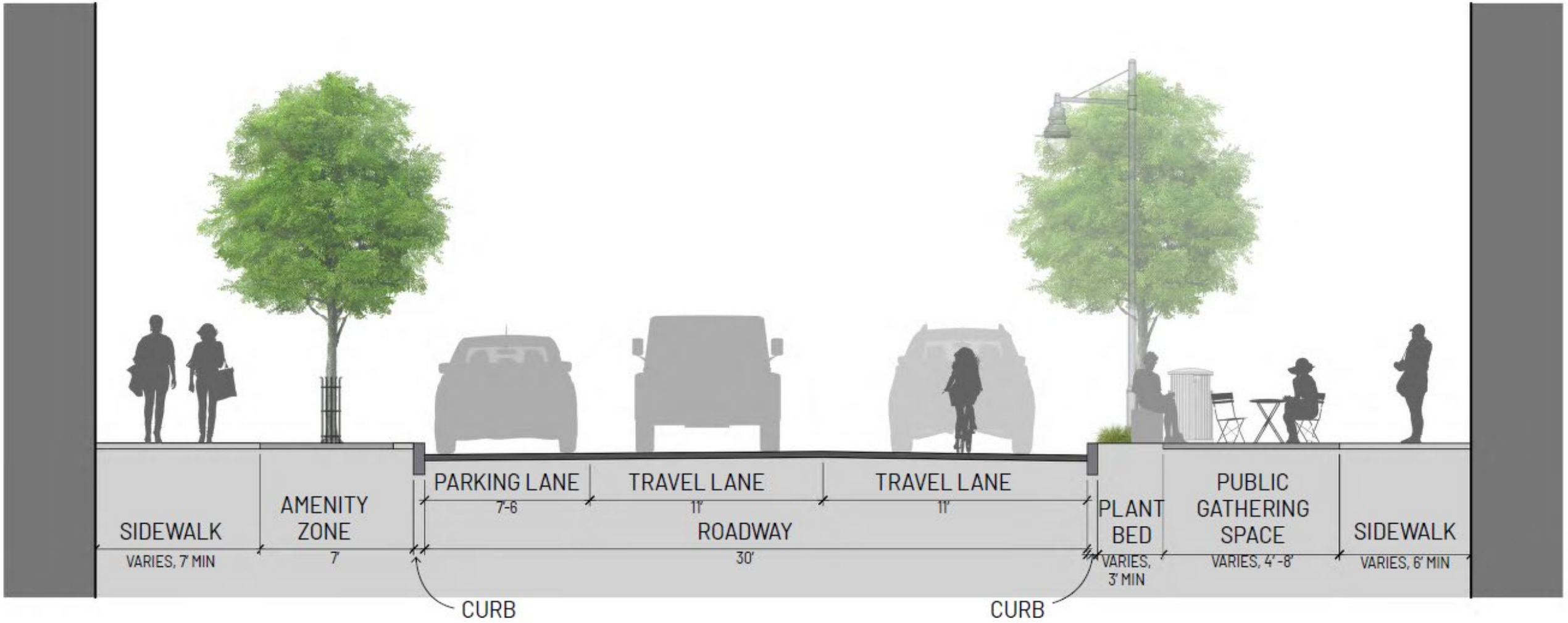
Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks, Busses



Cherry Street 2

Commercial Slow Street with Transit
(66' ROW, 36' Roadway)

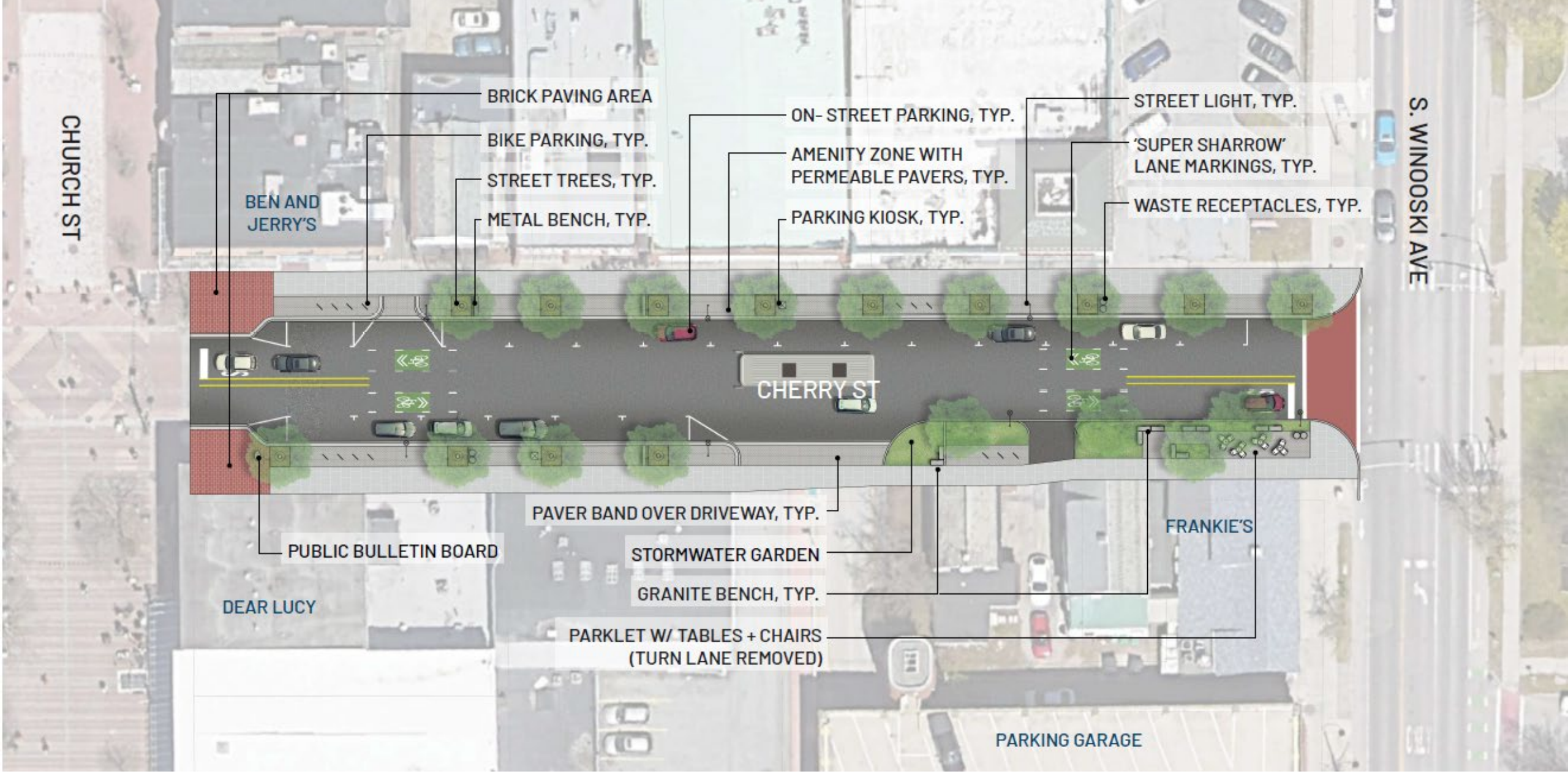
Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks, Busses



Cherry Street 3

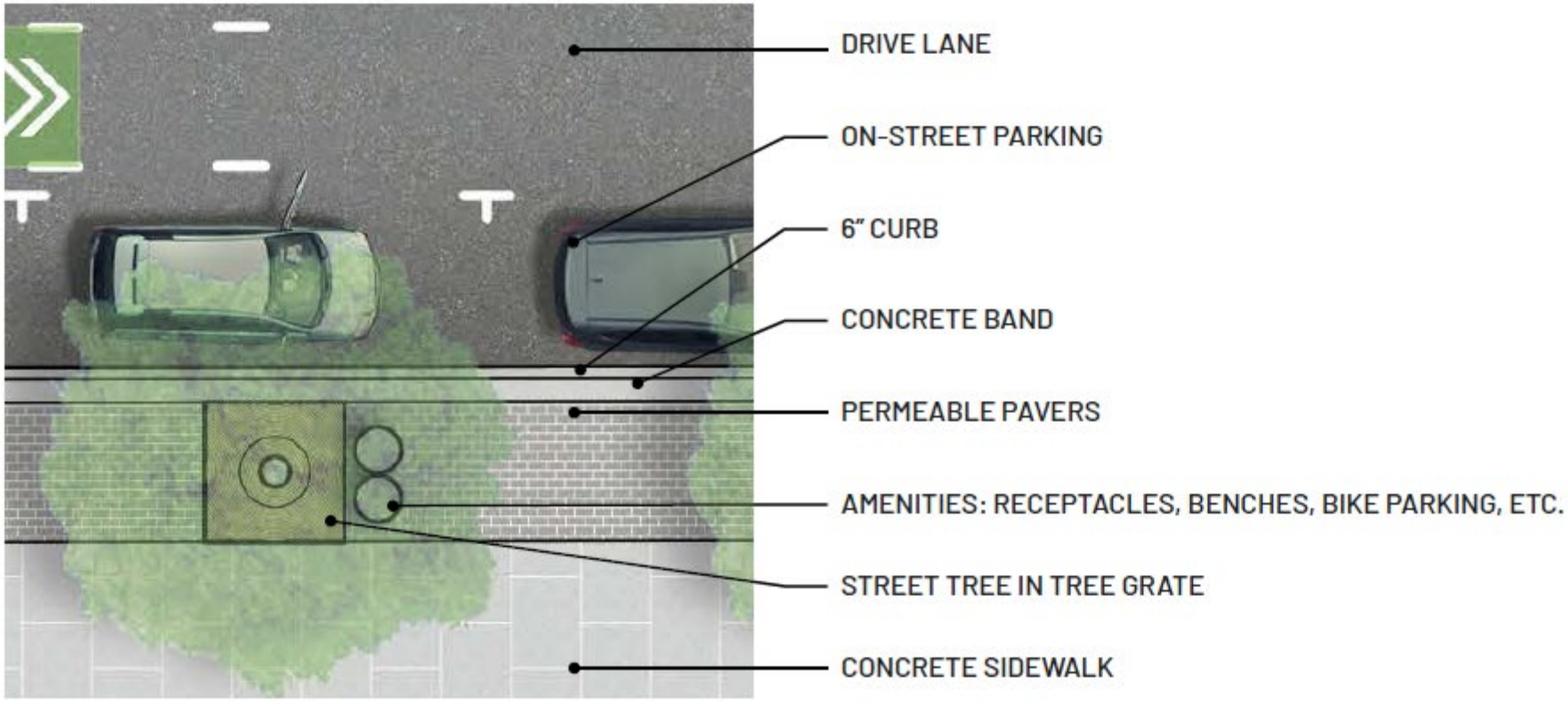
Commercial Slow Street with Transit
(66' ROW, 36' Roadway)

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks, Busses

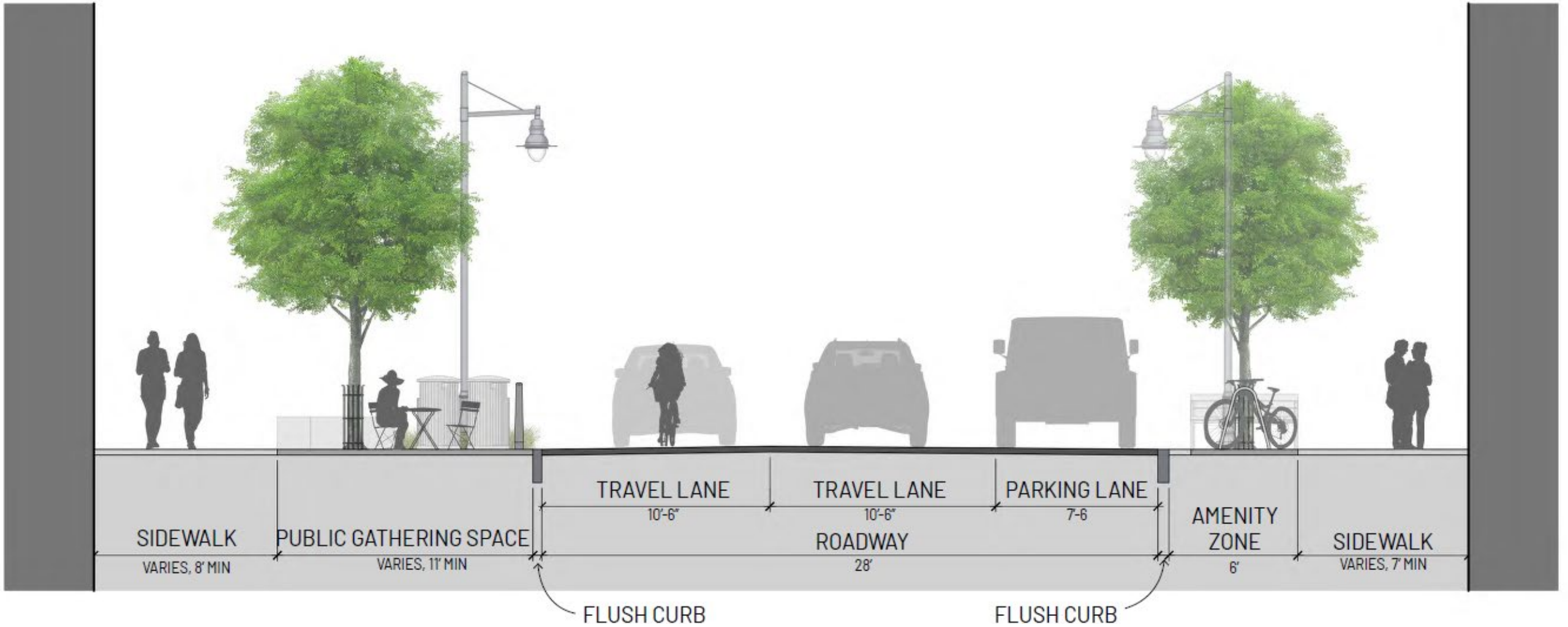


Cherry Street

TYPICAL AMENITY ZONE ENLARGEMENT



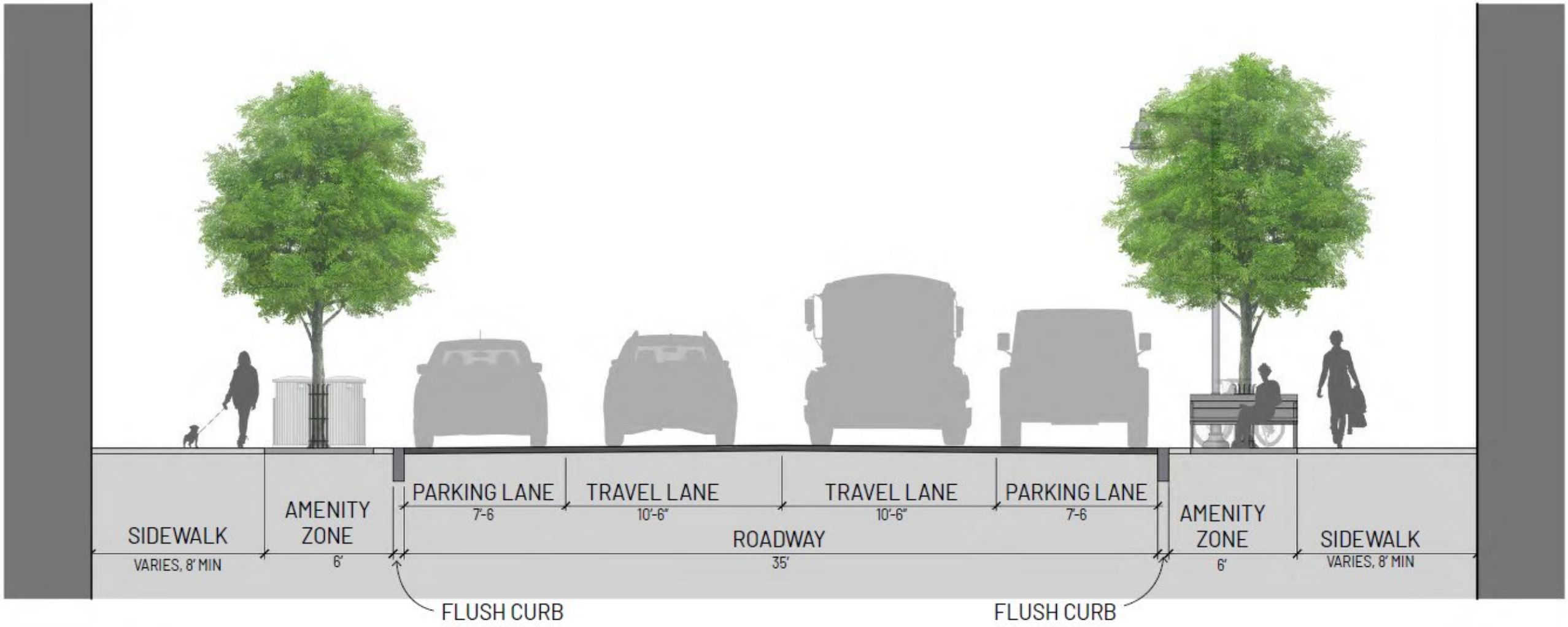
Cherry Street



Bank Street 1

Commercial Slow Street
(66' ROW, 35' Roadway)

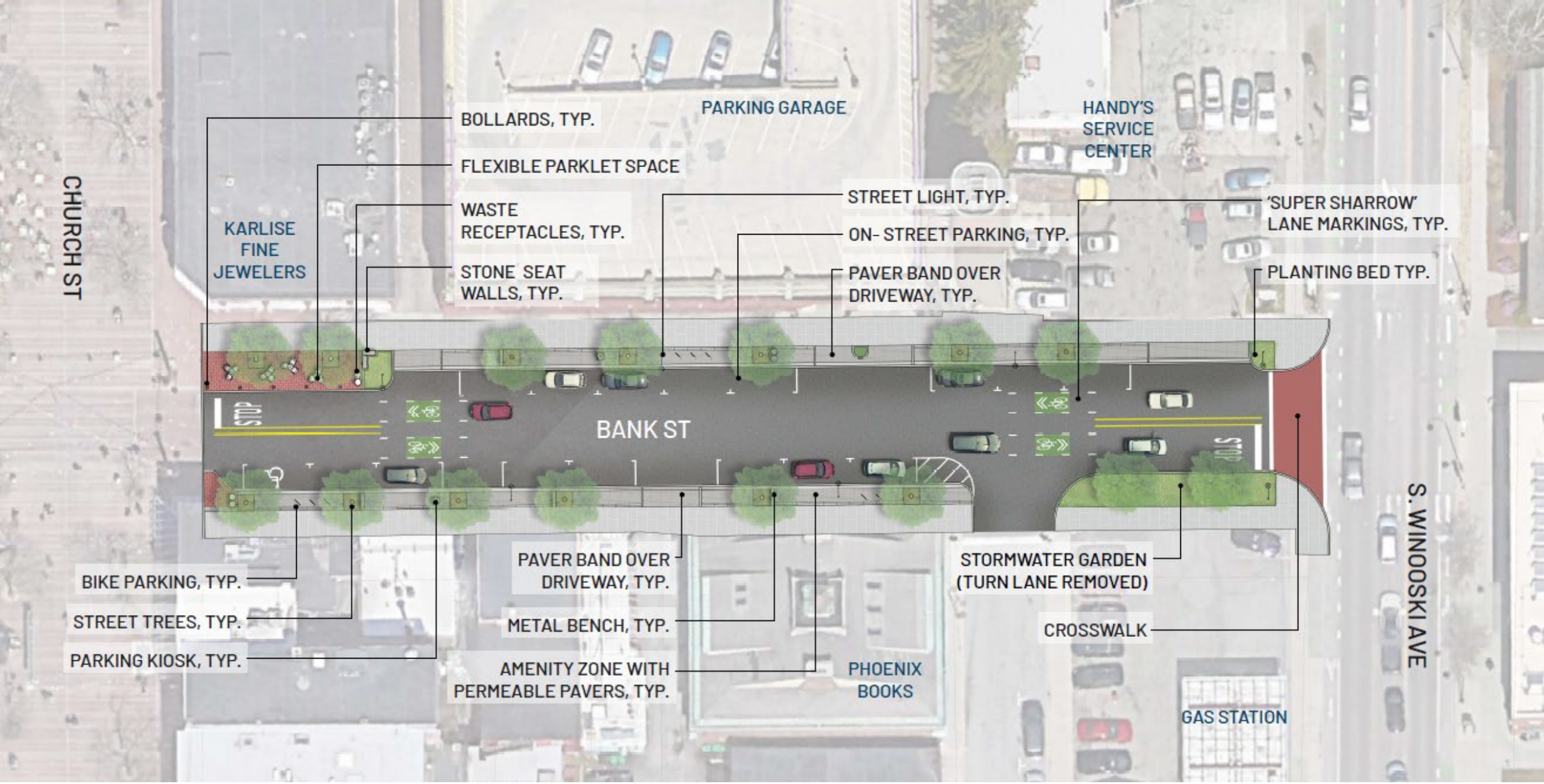
Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks



Bank Street 2

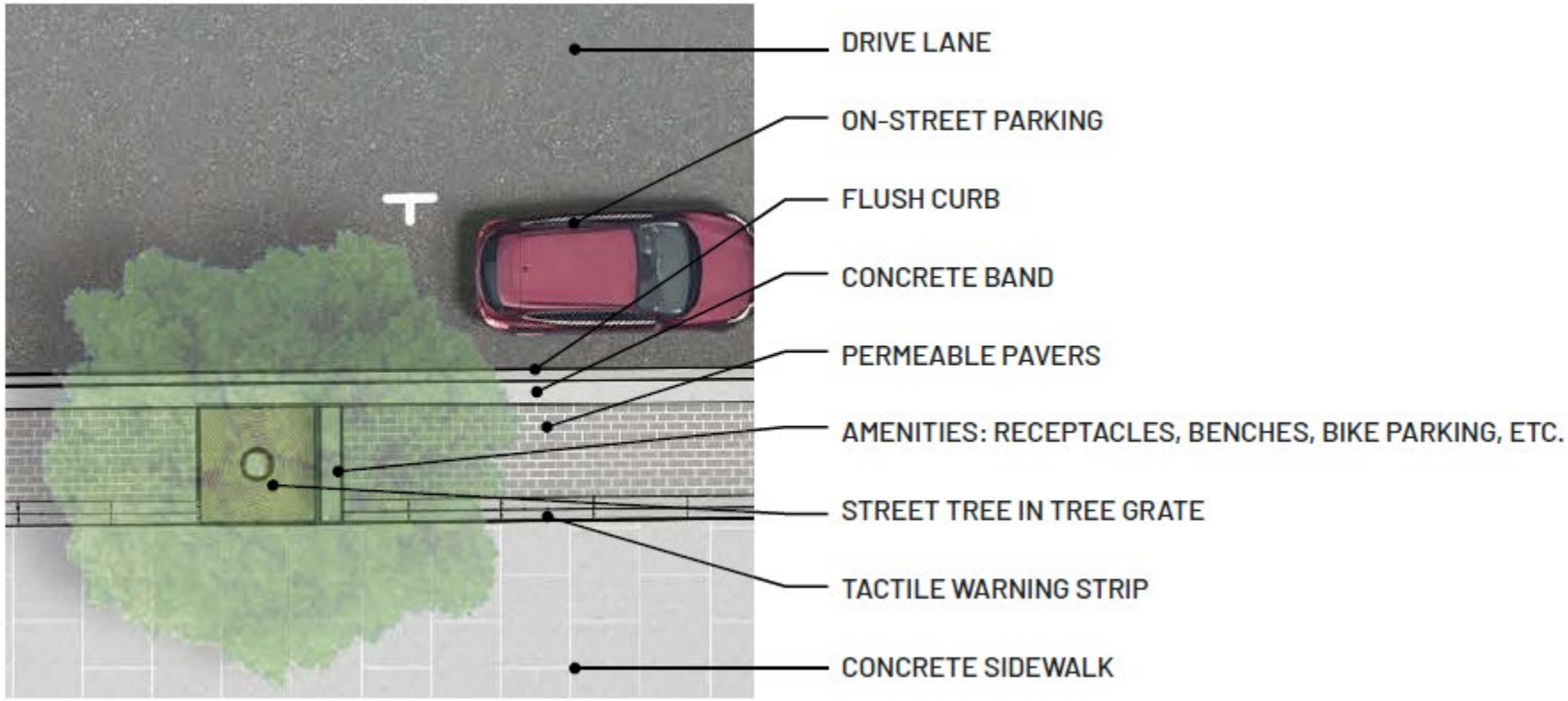
Commercial Slow Street
(66' ROW, 35' Roadway)

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks


BOLLARDS, TYP.
PARKING GARAGE
HANDY'S SERVICE CENTER
FLEXIBLE PARKLET SPACE
CHURCH ST
STREET LIGHT, TYP.
'SUPER SHARROW' LANE MARKINGS, TYP.
WASTE RECEPTACLES, TYP.
KARLISE FINE JEWELERS
ON- STREET PARKING, TYP.
STONE SEAT WALLS, TYP.
PAVER BAND OVER DRIVEWAY, TYP.
PLANTING BED TYP.
STOP
BANK ST
STOP
S. WINOOSKI AVE
PAVER BAND OVER DRIVEWAY, TYP.
STORMWATER GARDEN (TURN LANE REMOVED)
BIKE PARKING, TYP.
STREET TREES, TYP.
METAL BENCH, TYP.
CROSSWALK
PARKING KIOSK, TYP.
AMENITY ZONE WITH PERMEABLE PAVERS, TYP.
PHOENIX BOOKS
GAS STATION

Bank Street

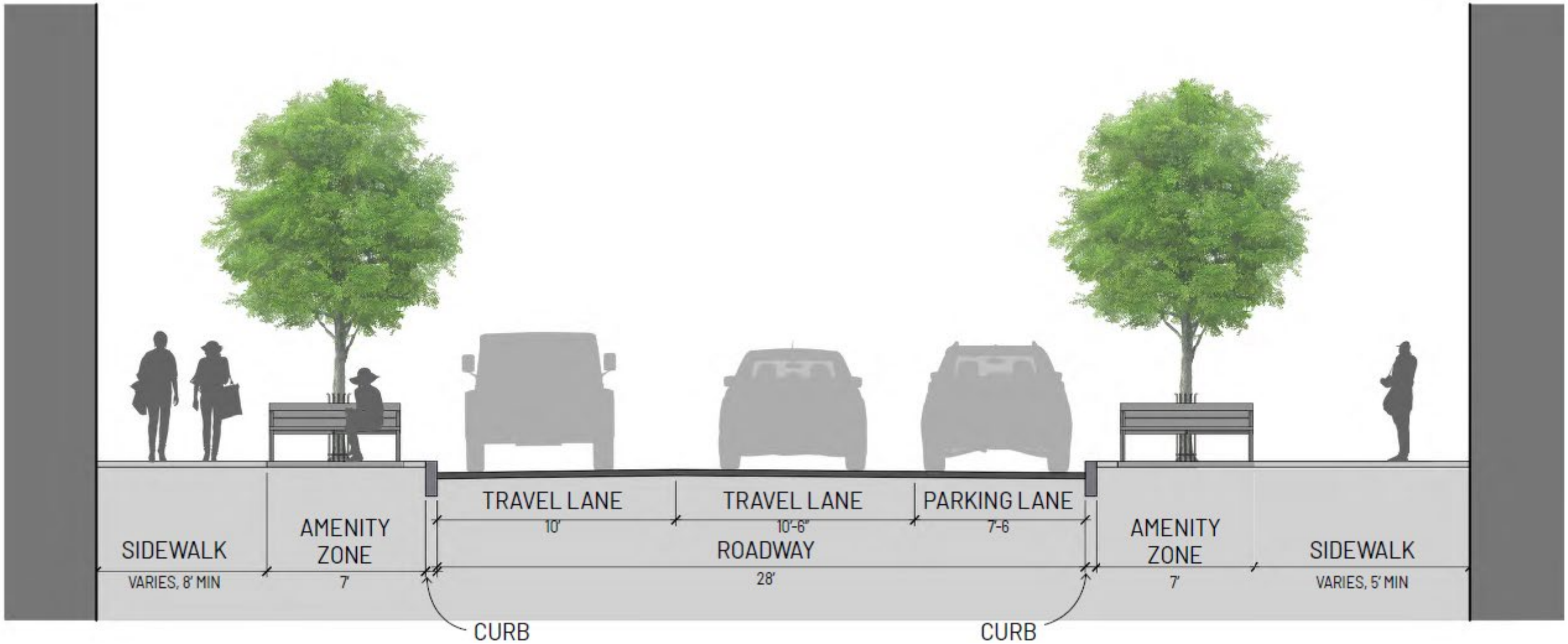
BANK STREET AMENITY ZONE ENLARGEMENT



Bank Street

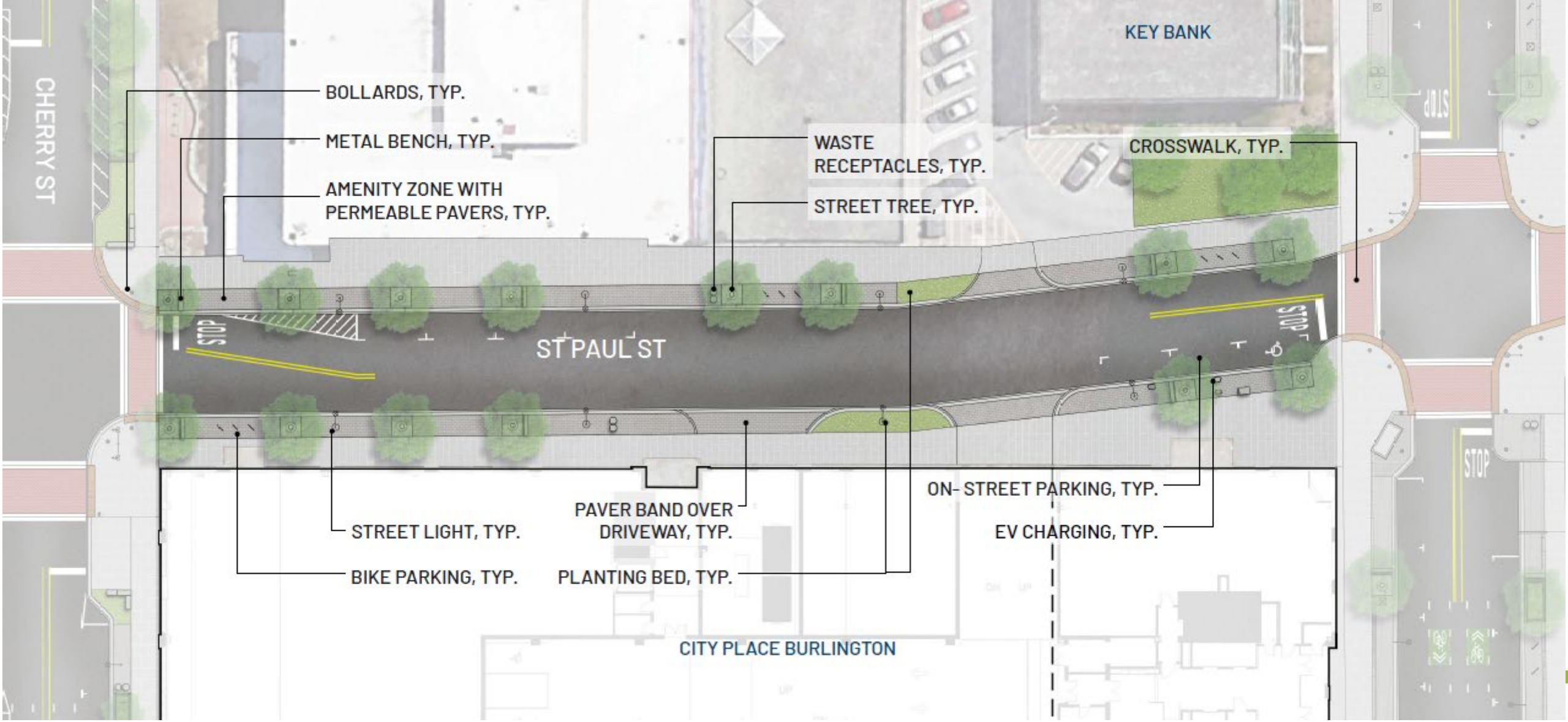
CATHEDRAL OF IMMACULATE CONCEPTION
VERMONT DEPARTMENT OF HEALTH
CVS
BEN AND JERRY'S
Cherry St
OUTDOOR GEAR EXCHANGE
CITY PLACE (PROPOSED)
Pine St
St. Paul St
Church St
PARKING GARAGE
S. Winooski Ave
Festival Street Opportunity
Bank St
Bank St
GAS STATION

Bank Street

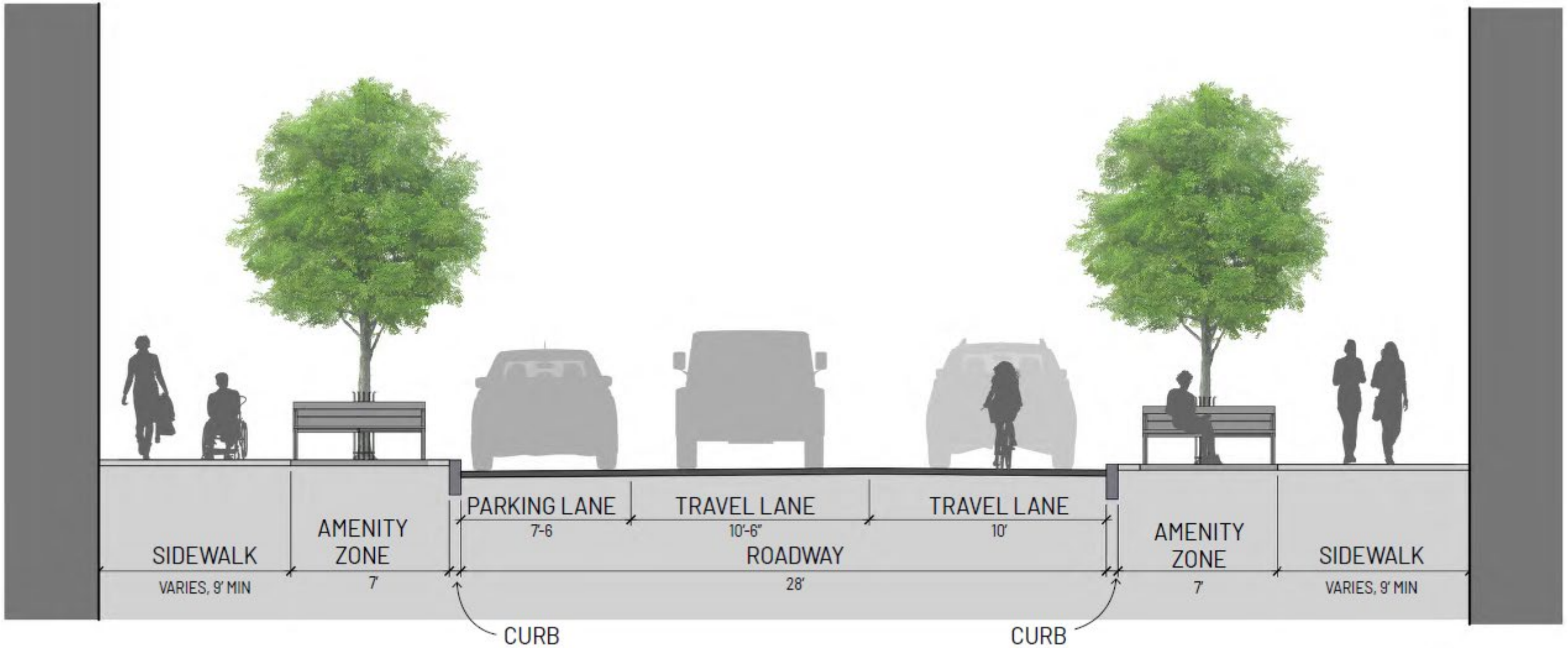


St Paul Street

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks

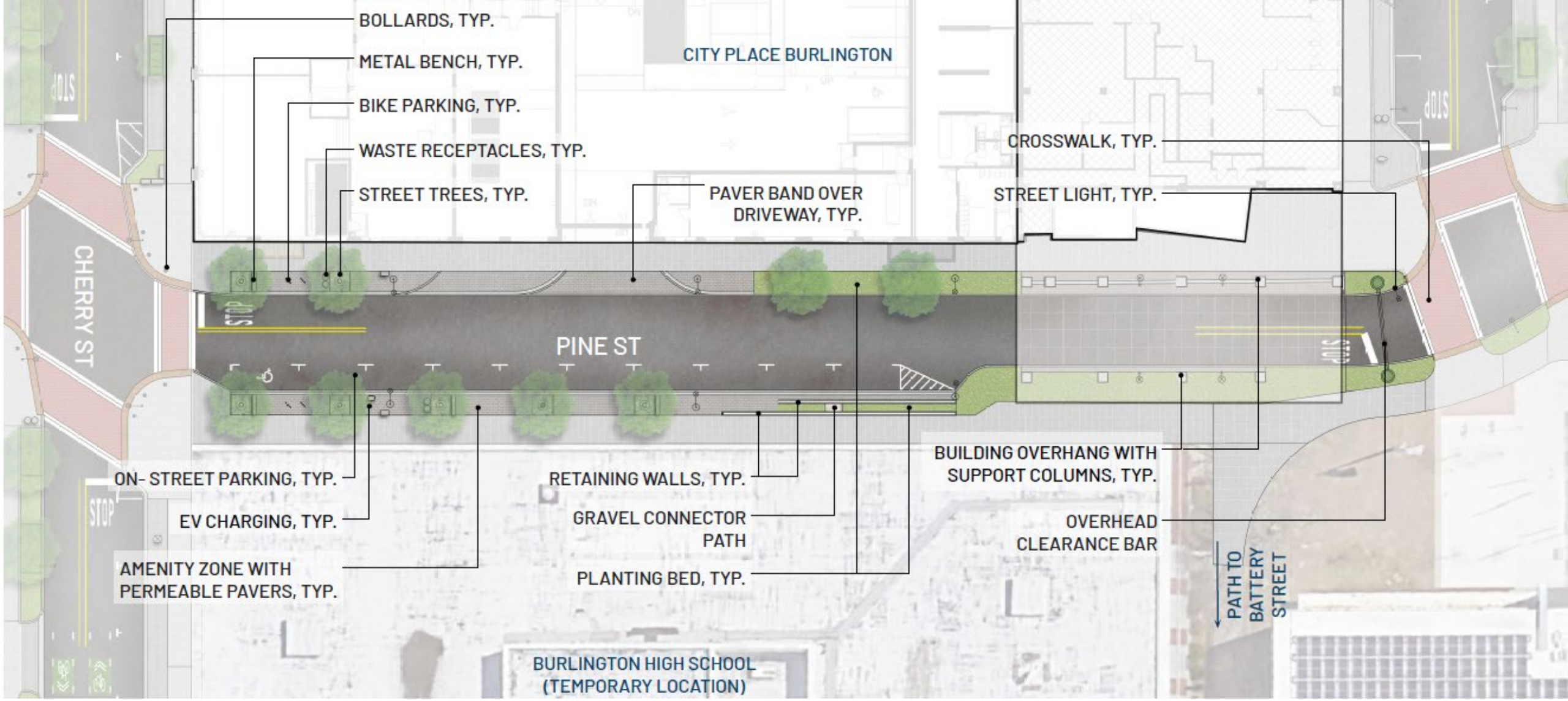


Saint Paul Street



Pine Street

Street Users: Pedestrians, Bikes, Parking, Deliveries, Cars, Trucks


BOLLARDS, TYP.
METAL BENCH, TYP.
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STREET TREES, TYP.
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AMENITY ZONE WITH PERMEABLE PAVERS, TYP.
RETAINING WALLS, TYP.
GRAVEL CONNECTOR PATH
PLANTING BED, TYP.
BUILDING OVERHANG WITH SUPPORT COLUMNS, TYP.
OVERHEAD CLEARANCE BAR
PATH TO BATTERY STREET
BURLINGTON HIGH SCHOOL (TEMPORARY LOCATION)

Pine Street

Next Steps

Public Meetings

Church Street Commission | June 12 at 9am

Public Works Commission | TBD – likely June 26 at 6pm

City Council for Approval | June 24

Design Development | June – October 2024

National Environmental Protection Act (NEPA) review | October 2024 – April 2025

Final Design, Permitting and Right of Way | April 2025 – May 2026

Construction

Cherry Street: 2026 start

Bank Street: 2027 start

We want your input!

Church Street Intersections

- How should cross streets interact with Church Street?

Bike Parking

- Where is it needed, how much?

Seating

- Where is additional seating needed?
- What types of seating (movable tables and changes, or permanent benches)?

Signage

- What type of signage for wayfinding or education, historical landmarks, or bulletin boards could be used? Where?

Parking

- Should there be shared parking/loading zones (i.e. specific hours for loading vs parking)? Where?
- Where are ADA accessible spaces needed?
- Where should there be high-turnover/short term parking?
- Should there be EV charging? Where?

Driving

- Right turn lane removal on Bank St at Winooski Ave

What is Bank Street's character?

What is Cherry Street's character?

What colors, amenities (benches/trash cans/bike parking), or public art would help enhance the character of these two streets?

RECYCLING

Image Credit: Suisman Urban Design

Thank You

Project Website

greatstreetsbtv.com/gs-initiative/reconnecting-bank-cherry/

South End Coordinated Redevelopment (SECORD)

Urban Trip Generation and Distribution

For Burlington's South End

Prepared by Stantec

On behalf of the MOU partners (Ride Your Bike LLC, City of Burlington & Champlain College)

May 2024

SECORD Land Use Inputs

South End Coordinated Redevelopment (SECORD) of the 3 MOU parcels

Phase 1 SECORD (~2028):

+ 492 Units (incl. 100 student units)

+ 35,000 sq. ft. non-res.

Estimated future phases add:

~900 units of residential

~85,000 sq. ft. non-res.

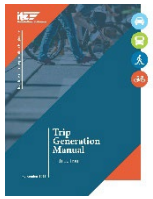
Full-Build SECORD (~2044):

- 1,400 Units (incl. 220 student units)
- 120,000 sq. ft. non-res.

Trip Generation: Vehicle Trip Estimates

1) Initial Trip Generation

- ITE rates



2) Convert to person trips

- Average vehicle occupancy (AVO) is 1.67

NHTS National Household Travel Survey Our Nation's Travel

3) Apply Internal Capture

- NCHRP reductions (full-build):
  - AM: 20%
  - PM: 36%

4) Apply Mode Share

- Auto share: 70%

5) Back to vehicle trips (Dist., Assign, Etc.)

- Re-apply AVO

Phase 1 SECORD (2028):

Daily Vehicle Trips		
	AM	176
	PM	177
	DAILY*	1,967

Full-Build SECORD (2044):

Daily Vehicle Trips		
	AM	568
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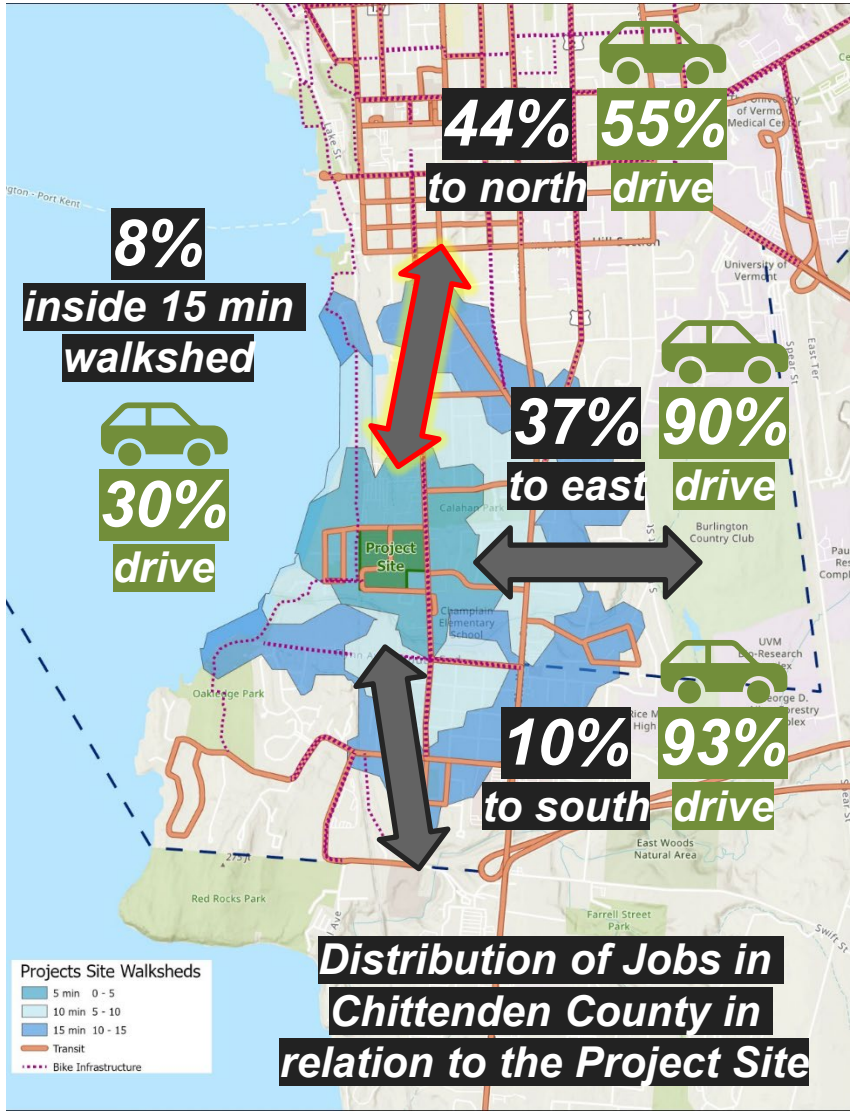
Note: Daily estimates produced by "K-factor" applied to peak trips. K-factor of 9% indicates peak percentage of total daily observed locally in most recent 2022 counts.

Trip Generation: Vehicle Distribution Estimates



Source: Longitudinal Employer-Household Dynamics (LEHD); U.S. Census Bureau (2021)

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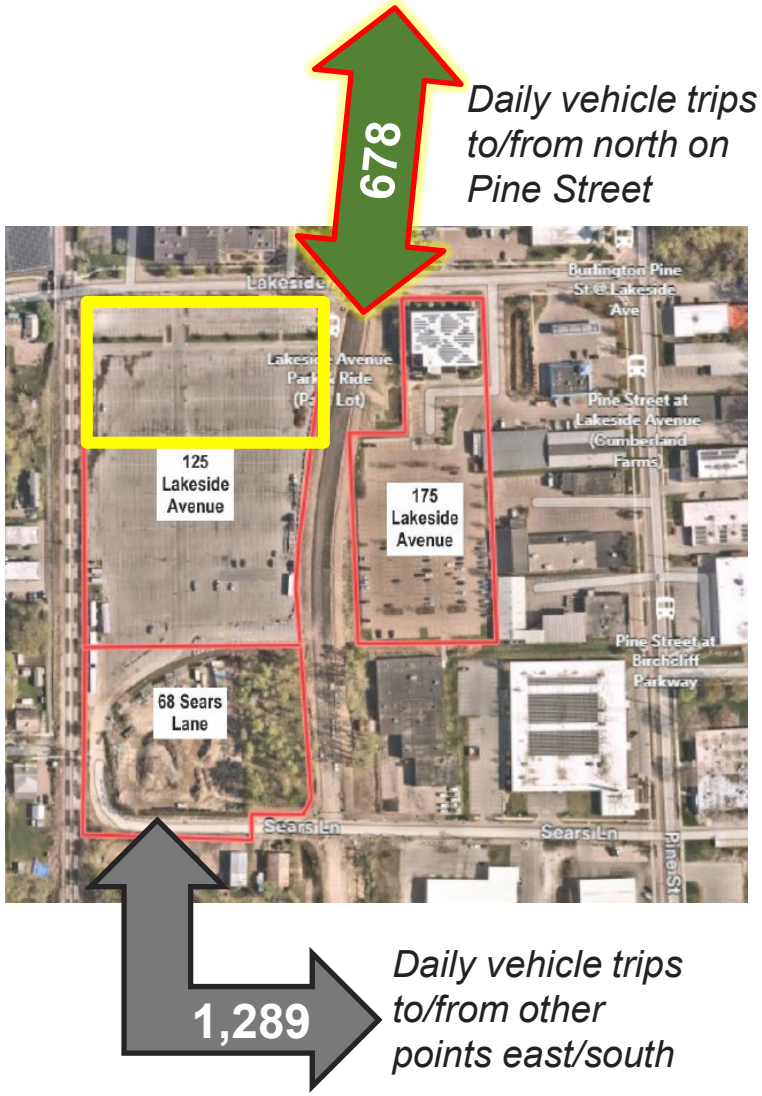

Full-Build SECORD (2044):

North on Pine b/w Lakeside and Maple

Pine Street: Lakeside Avenue to Maple Street

Period	Daily Vehicle Trips
FSEIS 2028 (as projected in 2009 Champlain Pkwy FSEIS)[1]	14,000
Updated 2028 (based on 2022 counts adjusted to 2020 using growth rate)[2]	11,922
Difference, aka Capacity for Development	**2,078**

[1] 2009 Champlain Parkway FSEIS; Table 4-5 Average Daily Traffic Volume Summary –Primary Study Area: Build Alternative 2
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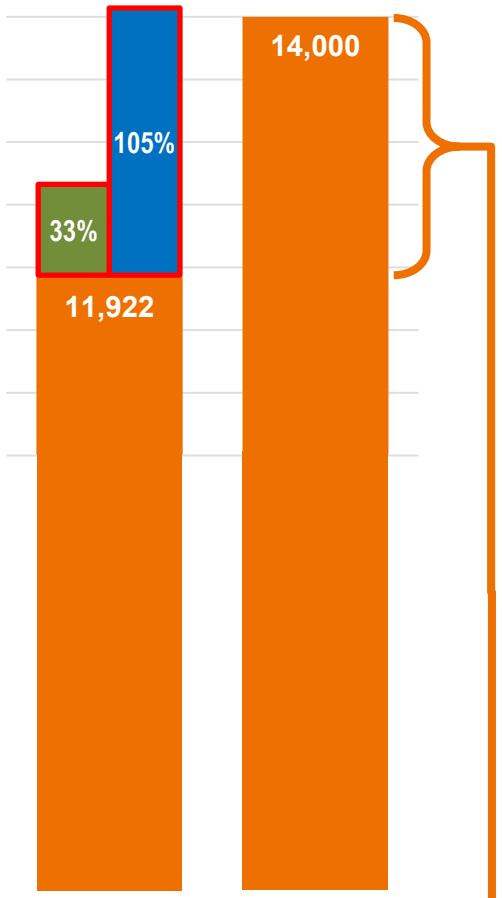

Capacity for Development: 2,078

- *Phase 1 consumes 33% of available capacity*
- *Full-Build consumes 105% of available capacity*

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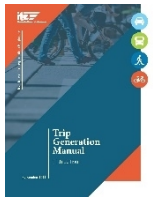

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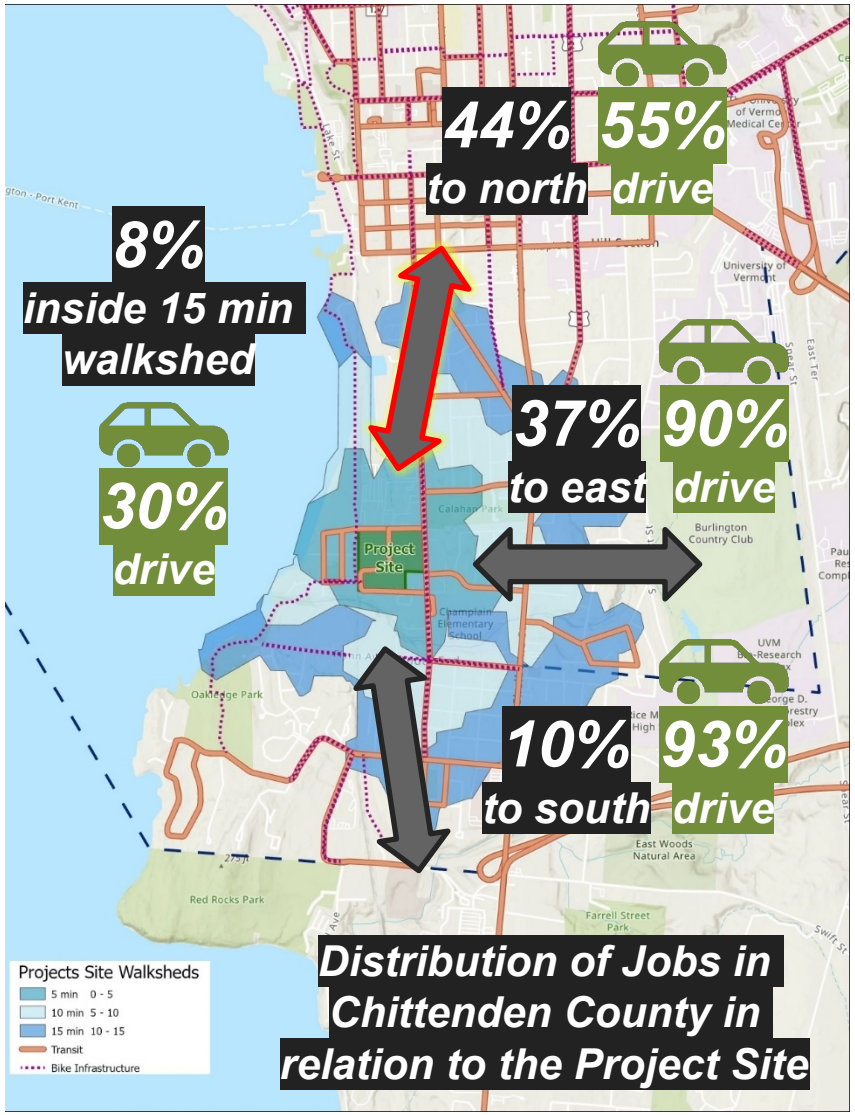

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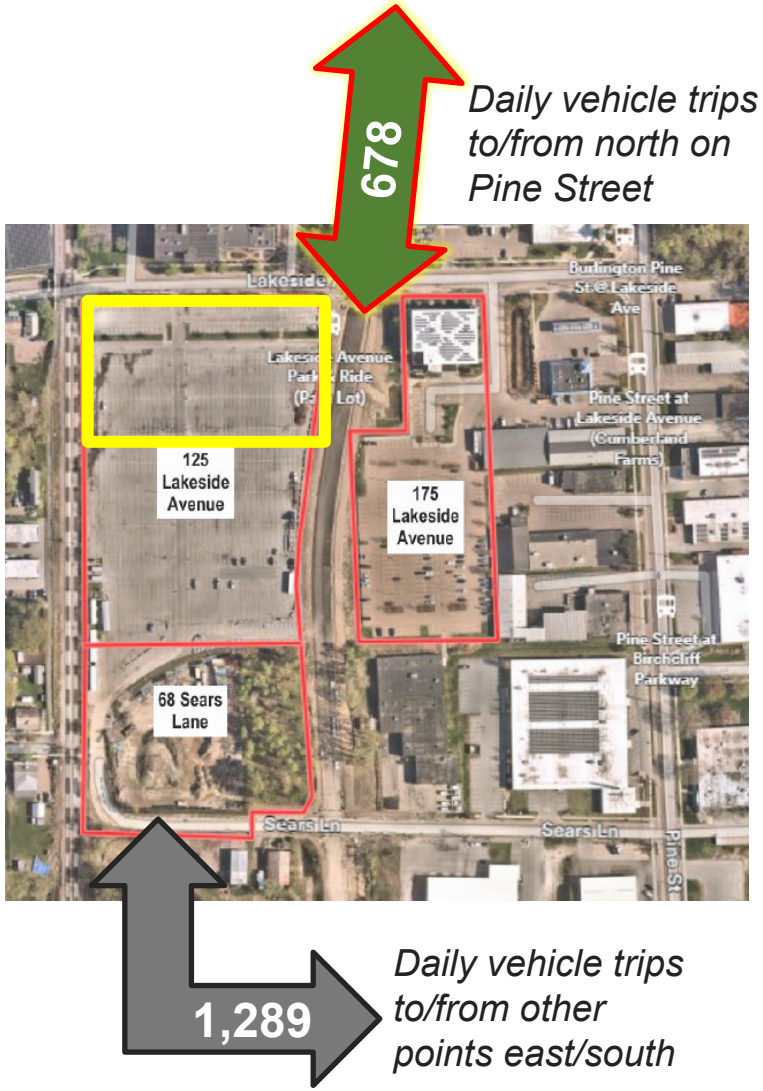

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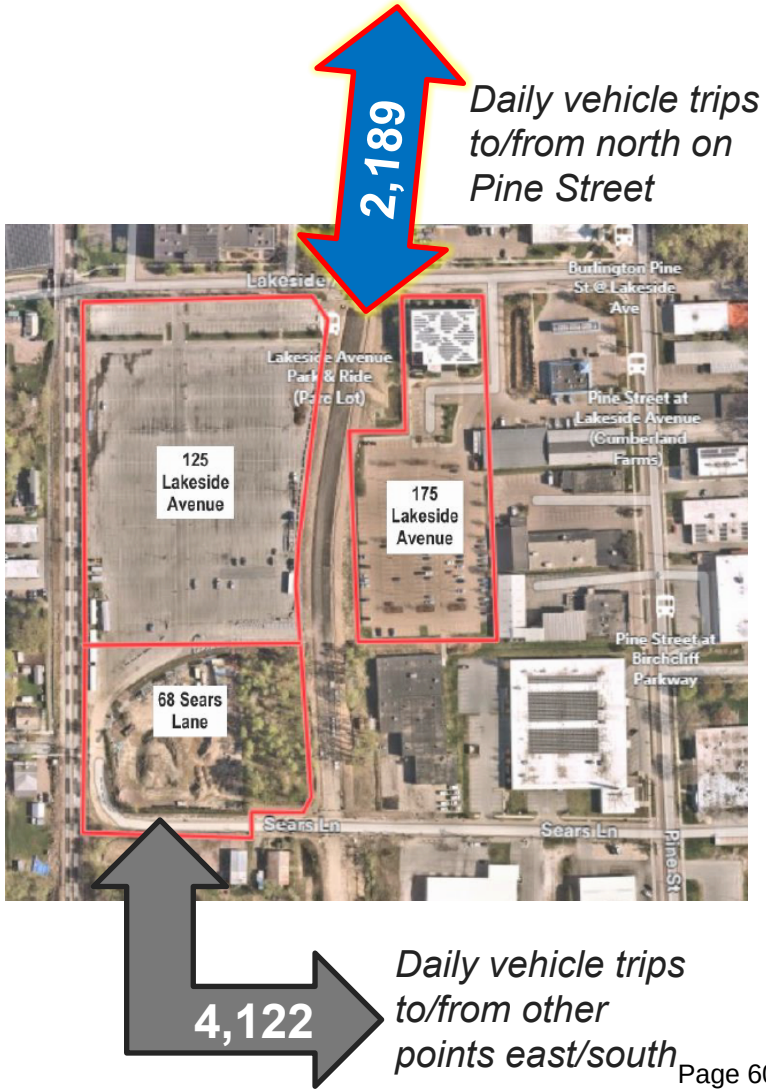

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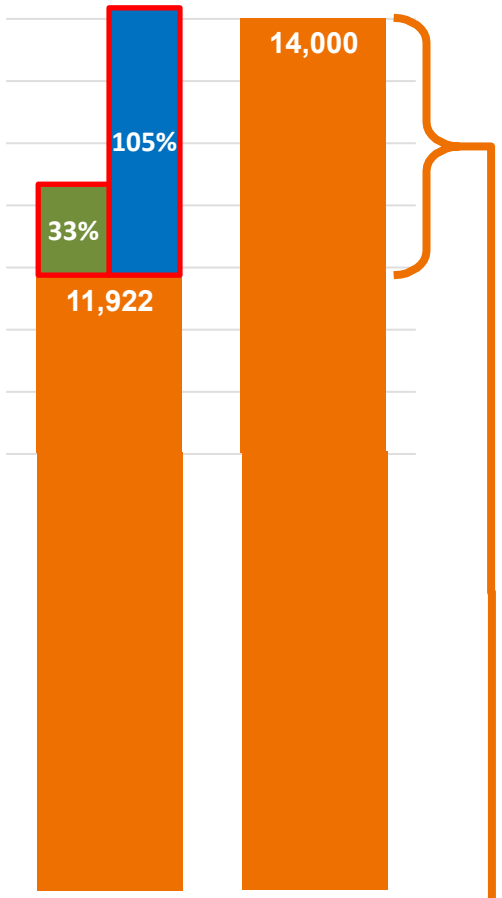

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Statement of Qualifications

Encore Renewable Energy
March 5th, 2024

encore
RENEWABLE ENERGY®

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Firm Performance _____Pages 9 - 10

References _____Page 10

Cover Letter

March 5th, 2024

Senior Projects & Policy Specialist, Community Works (CEDO)
149 Church St, 3rd Floor
Burlington, VT 05401
Attn: Zachary Nersinger

Re: City of Burlington Request for Qualifications ("RFQ") for Photovoltaic Solar Energy Projects

Dear Zachary,

Encore Renewable Energy ("Encore") is pleased to submit to The City of Burlington ("City") an RFQ reply to assist the municipality in the development of solar energy and/or battery projects at no net cost to the City except as may occur pursuant to a PPA or net metering arrangement with Burlington Electric Department ("BED").

Encore was founded with the belief that business should be a force for good in the world. This belief, together with a triple bottom line approach, means that every Encore project is completed with the utmost integrity and transparency while providing environmental, societal, and financial benefits. We are dedicated to working collaboratively with the communities in which we advance our efforts, delivering projects that create harmony between the natural and built environment, foster sustainable economic growth and enable community enrichment. Combining this mission with a team of highly experienced renewable energy professionals and best-in-class, in-house financing capacity, **we are confident in our ability to service the City's solar energy procurement objectives, which includes supporting the City's continuation of BEDs practice of sourcing 100% of the City's electricity needs from renewables.** Encore will perform with the least amount of risk and in the most cost effective and **expeditious** manner possible for the City.

In addition, Encore is excited to inform the City that, if selected, Encore would be both the developer as well as the long-term owner of these projects, allowing the City to have the confidence in knowing up front the long-term counterparty for these projects. We acknowledge the importance of choosing the right team to work with for this important endeavor, and as part of that decision process we would welcome the chance to continue the conversation and answer questions you might have.

Our goal for this effort is to be your trusted partner, and through our services, enable the City to secure a portfolio of attractive, de-risked solar projects that will 1) benefit the community via tax revenue and savings for BED's rate base; 2) help the City to continue to decrease carbon emissions; and 3) to advance the necessary infrastructure to continue to build out the grid of the future.

With Best Regards,

Chad Farrell, Founder and co-CEO

Firm Profile

Encore Renewable Energy is a leader in full-service community-scale renewable energy design, development, finance and construction, with a proven track record in project development from concept to completion and long term asset ownership. As a certified Benefit Corporation (B-Corp) and values-led company, based in Burlington, VT, we believe in leveraging the power of business as a force for good. Our team specializes in reclaiming undervalued real estate like landfills, brownfields and rooftops for clean energy generation and energy storage, revitalizing communities and creating a cleaner, brighter future for all.

We develop and deploy innovative clean energy solutions alongside a talented network of partners. These cutting-edge clean energy solutions utilize the latest technology while maximizing benefits to our customers; moreover, they accelerate the transition to a robust renewable energy economy.

Encore has successfully delivered nearly 90 community-scale solar PV projects representing over $140 million in investment value, with more than 40 MW and $70 million in total project value to be delivered in 2024. As a fully integrated independent power producer (IPP), we manage all aspects of these complex projects including design, engineering, permitting, financing, procurement, construction and asset management. These projects offer a wide range of benefits, including low cost, predictably-priced clean energy, good-paying jobs, pollution reduction, habitat restoration and property tax revenue for local hosting communities.

Encore's innovative portfolio includes:

- Development portfolio of net metering projects for low income and municipal customers
- **One of the first large scale solar projects in Vermont with pollinator-friendly plantings**
- Numerous utility scale energy storage projects
- Record of public-private partnerships, such as the ECHO Leahy Center solar carport designed for varying lakefront water levels, high winds, and specific bus and truck traffic patterns
- Turnkey development and construction services for compliance with renewable energy standards
- **Aggregated rooftop projects among schools, towns and commercial customers**
- **The two largest landfill solar PV projects in Vermont**

In 2023, Encore secured an equity investment from SUSI partners to develop and build out a giga-watt scale portfolio of solar and energy storage projects; recognizing Encore's status as one of the most well established regional clean energy developers in the US. Encore deploys projects through its selective network of leading national solar project finance groups which allows Encore to deliver outstanding value to customers based on scale and low cost of capital unique to each project.

Project Team

Chad Farrell,
Founder and co-CEO

Blake Sturcke,
co-CEO

Phillip Foy,
General Counsel and Chief Development Officer

Jesse Stowell,
Chief Commercial Officer

Chris Clement,
Chief Financial Officer

Lauren Glickman,
VP of Policy and Communications

Emilie Grenier,
VP of People and Talent

Sonia Johnson,
VP of Construction

Doug MacDonald,
VP of Engineering

Jake Clark,
VP of Project Development

Rob Greer,
Senior Director of Clean Energy Solutions

Colin Diamond,
Director of Project Estimation and Procurement

Amber Lessard,
Director of Construction
& Asset Management

Ralph Meima,
VP of Project Development

Brian Browning,
Senior Director of Engineering

See Appendix A for Background and Experience of Team Members

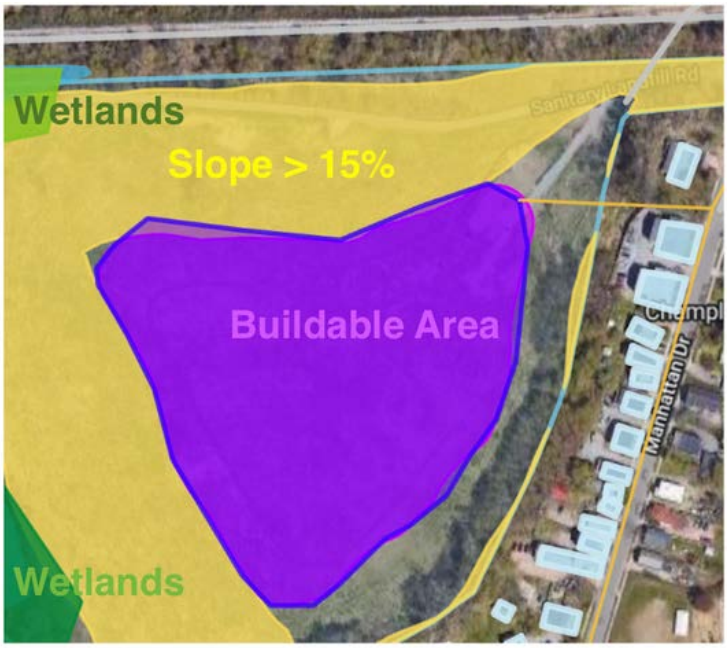
Statement of Ability

In section V. 4 A - J, The City of Burlington RFQ requests statements of ability to perform the a variety of criteria A - J. Per review of the questions and answers released on February 28th, 2024, Zachary clarified that he would like conceptual layouts for each of the 4 sites listed as well.

We decided therefore that since the statement of abilities A, B, and C are focused on design, we would cover each of the 4 sites individually in the following pages. The subsequent requirements of D, E, F, G, H, I, and J will simply confirm Encore's ability to perform each criterion in a general sense for the 4 sites.

Preliminary Design

Environmental Considerations



Interconnection

According to the Burlington Electric Distributed Generation map, 2 feeders exist to the north of the project area. They have 'low' to 'moderate' circuit capacity, which may require a System Impact Study to determine the interconnection costs and viability for this project location. The line extension shown above will likely be able to follow closely to the access road leading to the project. The orange star indicates the probable point of interconnection "POI" based on the map.

Summary

Encore is assuming a ballasted, fixed-tilt array on the flatter part of the landfill with less than 15% slope. The preliminary design accounts for an additional buffer from a desktop view of Class 2 wetlands to the west of the buildable area. Class 2 Wetlands require a 50' buffer in VT from a solar project area. Minimal tree trimming or cutting outside of the limits of waste would be advised to maximize solar production. On the northwest location of the parcel, a space for potential battery location is shown. If awarded, Encore will discuss with BED the suitability of solar and battery sizing based on nearby available circuits and load data. Additionally, Encore would prioritize wetlands delineation to understand risk level on site.

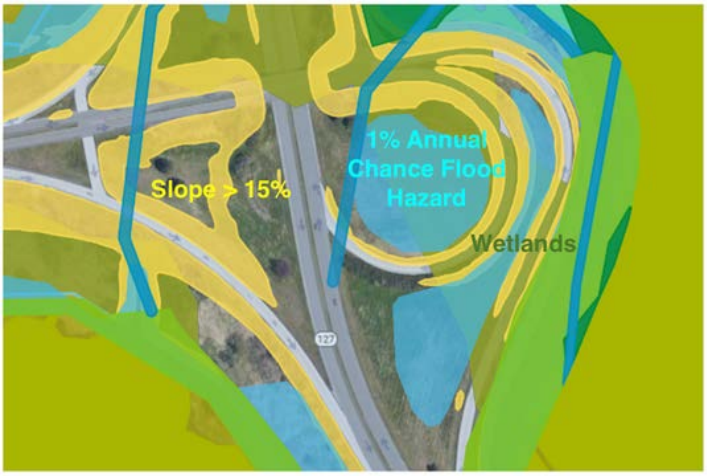
Note the project capacity is 'estimated' project capacity, and not 'maximum' project capacity per RFQ request. Maximum project capacity will come through additional site and interconnection diligence.

Estimated Project Capacity kW DC	Estimated Project Capacity kW AC	Panels	Racking	Tilt	Row Spacing (Feet)
2,550	1,875	Tier 1	Ballasted	Fixed Tilt 30 degree assumed	12

Beltline Site A) Suitability B) Project Scale C) Design Criterion

Preliminary Design

Environmental Considerations



Interconnection

According to the Burlington Electric Distributed Generation map, 1 feeder comes in and connects into the west array. This feeder has 'moderate' circuit capacity, which may require a System Impact Study to determine the interconnection costs and viability for this project location. Due to a potentially expensive to access POI for multiple solar arrays, a battery may be more suitable for this site. The orange star indicates the probable POI based on the map.

Summary

Encore is assuming ground-mount, fixed-tilt arrays, in areas mostly below 15% slope. Encore may need to conduct some level of grading to maximize design size in a constrained space. Design accounts for a 50' buffer from road, and no buffer from wetlands and floodplains. Minimal tree trimming or cutting is needed to maximize production. The POI is on the northwest array.

Encore see's considerable risk in 3 separate arrays that need 1) A way to interconnect one another 2) An ability to construct over probable Class 2 wetlands and/or floodplains.

It is possible that due to complexity and cost of a solar project, a possible battery right next to the POI may be more suitable for the Beltline site. If awarded, Encore would seek to gain understanding from BED on conductor sizing and exact substation location.

Project Capacity kW DC	Project Capacity kW AC	Panels	Racking	Tilt	Row Spacing (Feet)
1,810	1,300	Tier 1	Ground Mount	Fixed Tilt 30 degree assumed	12'

Burlington Drinking Treatment Plant Roofs A) Suitability B) Project Scale C) Design Criterion

Preliminary Design

Summary

Encore is assuming roof-mount, fixed-tilt arrays, with 13" row spacing to minimize inter-row shading, and maximize production. Blue modules above indicate a high confidence in placement of modules while red modules indicate they are close to an obstruction, and may need to be removed from design.

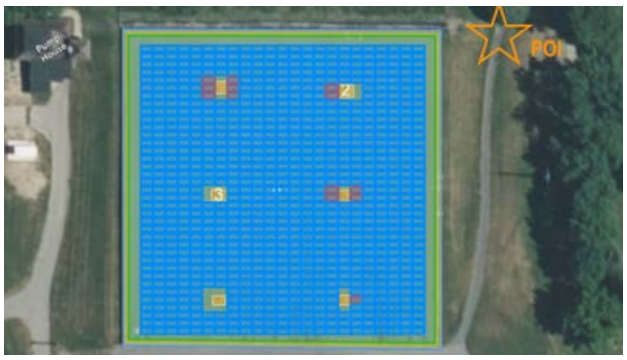
Assuming this site has a 480V service, Encore will assume (2) CPS SCA50KTL inverters with APS Rapid shutdown devices. It is possible that the fire marshall could ask for more pathways due to the building's unique shape. The Engineers review of the roof in the RFQ shows the roof is very likely not a good candidate for PV. If awarded, Encore would consider requesting a second structural review.

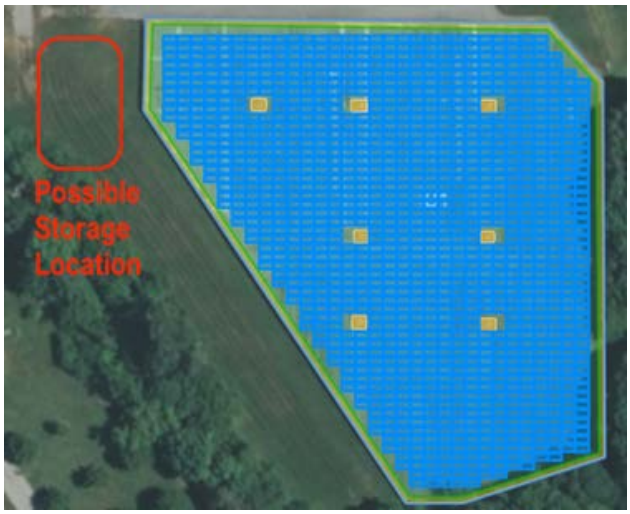
One possibility Encore sees here to make this roof viable would be to remove the pea-stone ballast, gaining us about 10psf of dead load capacity, about what we need for a ballasted PV system, re-roof with a fully adhered TPO or EPDM membrane, and use adhered attachment points where needed for additional wind uplift resistance. Nearly all ballasted systems require at least some mechanical attachments for wind uplift. In addition, fully attached systems on membrane roofs are typically cost-prohibitive, so Encore would not recommend going that route. Note for battery storage viability, Encore would need to understand the electric load profile of the building to make a determination.

Project Capacity kW DC	Project Capacity kW AC	Panels	Racking	Tilt	Row Spacing (Inches)
131.1	100	Tier 1	Iron Ridge BX10	Roof Mount 10 Degree Assumed Tilt	13"

Beltline Water Reservoir Roofs A) Suitability B) Project Scale C) Design Criterion

Preliminary Design





Summary

According to the Burlington Electric Distribution Map, the POI shown in orange has 8 circuits with 'good' capacity. The red box shows a possible location for battery, however, a site visit will determine if this space is large enough to fit a battery.
As for the roof, the 12 psf allowed per structural review will be adequate for a typical ballasted PV array. With the low height of this roof, Encore should be able to keep the average total array load to about half of that. We also do not anticipate a need for many, if any mechanical attachments. The initial design work we've done with one type of racking resulted in no mechanical attachments required, though if any are required, the concrete roof will make them labor-intensive and expensive. The membrane appears old & repaired in numerous places from aerial imagery. The customer may want to consider having it redone if it hasn't been already. The south/east tree line should be cleared if we want to do a max fill here, otherwise, the arrays will have to be reduced (~150 modules) to prevent shading. We are assuming this is not an inhabited building and thus a rapid shutdown system would not be required here. This would result in cost savings. The same goes for fire/access pathways, unless the city or inspector wants them. If required, we'll lose ~200 modules. Technically, this is a building, so per code this should be a 1000V system, however because of its use, and because its city property/city inspected, we may be able to put a 1500v system here. That would require a higher fence than what is there now, but maybe the city would decide to waive that as well. The existing fence was clearly chosen partially for aesthetics. With the amount of graffiti on the storage tank walls, I would recommend making the system inaccessible. We'll be looking at a pad-mounted ~1000kVA transformer, probably south of the existing generator. The layout includes Hyperion HY-DH144N8 modules. If we assume a 575W class, this is around 1.14MW DC. If we use 480V inverters we'd be looking at 15 or 16 CPS 60kW inverters (900kW AC).

All Projects D - J

Encore statements of ability are provided in *italics* below:

D) Provide an economic proforma of any proposals showing the financial impacts on the City by year. *Encore will be able to provide a 25 year savings schedule.*

E) Provide sample agreement(s) needed to enable the proposal(s). *Encore will be able to provide sample Letter of Intents, PPAs, Lease Option and Lease Agreements, Net Metering Agreements etc as relevant and needed, and collaborate with the City and BED on all; agreements.*

F) Assist the City with reviewing, assessing and potentially accessing financing and funding options. *Encore will assist the City in assessing if any other financing or funding options may be available to provide additional savings to the City and/or BED. In addition, three of the four sites fall into geographic locations known as Low - Moderate Income Community locations under the Inflation Reduction Act of 2022. While this program is very competitive, sites that qualify and are awarded through the program receive an additional 10% adder to the Investment Tax Credit associated with each project. The only site that does not qualify is the Burlington Treatment Plant roof. If awards can be secured (again, no guarantees), project financials would improve and financial upside can be shared with the City of Burlington / BED.*

Statement of Ability (cont'd)

G) Secure all necessary permits and approvals for the successful completion of the project in conformance with the applicable State and local requirements. *Encore is regularly ranked by national solar publications as one of the top solar developers in Vermont with deep expertise in all local permitting and regulatory requirements. Our General Counsel and Chief Development Officer, Phillip Foy, has been with the company for over a decade, leading our efforts on* ***thousands of state and local permitting efforts****, as well as regulatory filings and complex contracts. Encore will share project schedules if invited to the RFP reply. This will give Encore more time to understand interconnection timelines with BED in which dictates project schedules.*

H) Meet the City's insurance requirements. *Encore will meet the City's insurance requirements.*

I) Install and maintain the project either with or without subcontractors. *Encore will install the project with the assistance from local subcontractors and will maintain the project either with or without subcontractors.*

J) Provide the City with the anticipated maintenance schedule of each site. The City is not able to grant 24/7 access to a third-party for the Reservoir site or the Water Treatment Plant site due to water security requirements. *Encore will be able to provide an anticipated maintenance schedule at each site. Encore Office Headquarters is conveniently located at 50 Lakeside Ave, Suite 110, which is less than 3 miles from each of the sites. Amber Lessard, our Director of Construction and Asset Management lives locally. They can visit project locations themselves very easily, or delegate to another team member as needed.*

Firm's Related Experience

Encore brings a deep experience in the reuse of brownfields and landfills as host sites for community-scale solar arrays to this project. Our team is your trusted partner through every phase of your brownfield or landfill clean energy project. We put our innovation, expertise, and integrity to work for you — from design and financing to permitting, construction, and longterm asset management. A selection of representative projects is included below.

Salvage Yard Solar | Morrisville, VT

Encore developed this 3.3 MWp array in partnership with the Vermont Public Power Supply Authority ("VPPSA") on an underutilized brownfield site (a former auto salvage yard) in 2021. This project allows the landowner family to remain on their land while providing a means of environmental remediation. This project was awarded Editor's Pick for Best Re-use of Land by Solar Builder Magazine. **The site features pollinator friendly ground cover providing critical habitat for threatened native pollinator species.**

Energy Storage Portfolio with Green Mountain Power

Encore is working with Green Mountain Power (GMP) to deliver energy storage services from multiple Battery Energy Storage Systems that are being developed by Encore. The energy storage services provided to GMP will reduce their exposure to peak demand events within the regional system. The first two battery projects will each have power capacities of 2MW and 5MW and energy storage capacities of 8 and 20 MWh, respectively, enabling them to discharge at full power for 4-hours when called upon. Construction is scheduled to begin in Spring 2024.

Brattleboro Landfill Solar | Brattleboro, VT

Encore developed a 5.7MW array on the closed capped Brattleboro, Vermont landfill in 2018. The project is the **largest landfill solar project in Vermont** and generates significant lease revenue for the Windham Solid Waste Management Division to support operations throughout the District while also providing nearly $10M in savings on electric costs for member communities in Windham County through participation in a group net metering arrangement. Encore was instrumental in supporting the legislative effort to create a carve-out for larger scale net metering projects on landfills in Vermont that helped make this project a reality.

Greater Burlington YMCA

Encore worked in partnership with the Greater Burlington YMCA to deliver a third-party-owned roof-mounted solar project to provide this community institution with cost savings on their electricity bills as well as educational opportunities for its members. Encore worked extensively with the YMCA's management team and construction contractors to integrate the solar project into the new facility that was constructed on an abandoned property in downtown Burlington, Vermont.

City of South Burlington Landfill

Encore developed a 2.2MW net metered solar array at the City of South Burlington's closed and capped landfill. The project was commissioned on October 4, 2017. Our team was responsible for end-to-end project development efforts, including design, permitting and the competitive procurement of project financing.

Global Foundaries Solar Portfolio

Encore is working with GlobalFoundries (GF), a global leader in feature-rich semiconductor manufacturing to develop over 25 MW of solar on GF's campuses in Essex Junction and Williston, Vermont. Similar to the City of Burlington, GF has deep commitments to sustainability including a goal to reduce total greenhouse gas emissions by 25% by 2030. Encore was selected to design, develop, own and operate this new portfolio of solar assets across eight available parcels.

Firm Performance

Our company name 'Encore' derived from the idea of giving brownfields and other underutilized spaces a second act… an Encore. As a leader in community scale solar projects since 2009, Encore has maintained a core focus on redevelopment to specialize in turning brownfields into income generating brightfields.

Encore has developed ~15% of all solar in VT, including rooftop installations.
Additionally Encore has developed over 1/3 of non-residential solar in VT since 2020.

Long-Term Performance

Encore is equipped to be the long-term owner and operator of these projects, and will be responsible for all scheduled and unscheduled maintenance. This includes semi-annual proactive maintenance checks on all wiring and major equipment, reactive responses to immediate issues that arise over time, and vegetative maintenance within the fenced in boundary of the array.

Asset Management

Our asset management team will remotely monitor these sites through the data monitoring system to identify any system performance issues. Security measures include equipment with internal safety mechanisms to prevent any production from being pushed on the grid or prevent any grid abnormalities from damaging the equipment on site. There are multiple breakers along the energy path to protect the equipment and personnel from any damage. Our asset management team will have a site-specific safety plan in place for each project. This plan will ensure that, if a safety issue happens, the right local responders are notified, given the access gate lock code, and that the local first responders are aware of the steps that need to be taken for a solar production power plant.

Pollinator Friendly Ground Cover

To aid in building community support for the project (and a healthy local pollinator population to support and enhance local food and crop production) and as permissible by the local conservation and environment authorities, Encore will likely utilize a low-growth height pollinator-friendly seed mix for the project's ground cover. This will result in a field of wildflowers growing under the array instead of long grass.

A pollinator-friendly ground cover used at Encore's Magee Hill project in Hinesburg, VT

Sheep Grazing

Encore is currently exploring ground cover that is beneficial to pollinators and compatible with sheep grazing as well. Where sheep grazing may not be an option, we are committed to pollinator ground cover across all our projects. Depending on certain site-specific constraints, sheep grazing is also a great option for vegetation management. Sheep are naturally suited to the job of solar grazing and thus preventing vegetation from growing to heights that would result in shading of panels. The sheep enjoy the shade of the solar panels on hot days, napping and grazing where humans would struggle to reach. Solar grazing reduces or eliminates the need for mowing at solar sites, reducing noise, carbon emissions and cost.

Sheep grazing at Encore's Nava Solar project in Royalton, VT

Summary Statement

We have a sum portfolio of four (4) projects estimated at a 5.631 MWdc solar scale, with the possibility of having a battery portfolio to increase MW capacity as well. Encore looks forward to the opportunity to collaborate with the City's CEDO Office, BED, Burlington Water Resource Division, Burlington DPW, and other partners. Additional site visits, engineering review, wetlands and waters delineations, and other development diligence come top of mind as next steps to pursue with the City if awarded.

Donation for Good

As a certified B Corp, Encore believes in the power of business to be a force for good. In accordance with that philosophy, if awarded a contract to perform and provide the services indicated in this RFQ response, Encore would offer a donation of:

$10,000 to a non-profit of choice in the City of Burlington

In 2023, Encore employees completed over 227 hours of volunteer work. Encore volunteers focused their efforts on people in need and empowering others. Encore is willing to direct their proposed donation, and a portion of their volunteer hours towards not for profit(s) serving the City.

References

Josh Castonguay,
VP, Chief Innovation Officer
Green Mountain Power
josh.castonguay@greenmountainpower.com
888-835-4672

Ken Nolan,
General Manager
Vermont Public Power Supply Authority (VPPSA)
knolan@vppsa.com
802-882-8500

Bob Spencer,
Executive Director
Windham Solid Waste Management District
director@windhamsolidwaste.org
802-257-0272 x111

Appendix A

Team Background and Expertise

CHAD FARRELL, Founder and co-CEO

- Chad is a developer, project manager and environmental engineer with over 20 years of professional experience in the fields of environmental engineering, professional project management and renewable energy project development.
- Maintains expertise in the development of alternative energy and the redevelopment of contaminated properties.
- Holds a Bachelor of Science Degree in Mechanical Engineering from Bucknell University
- Earned a Master of Science Degree in Environmental Engineering from UVM
- Serves on the Leadership Council for Northeast Clean Energy Council and the Board of Directors for Vermont Businesses for Social Responsibility. He previously served on the Board of Directors of the Vermont Natural Resources Council, Renewable Energy Vermont and the Vermont Climate Council.

BLAKE STURCKE, co-CEO

- Responsible for the Company's operating and financing activities.
- Oversees corporate development, talent and people, M&A, and other general management functions.
- Prior to joining Encore, Blake co-founded Turning Earth, a leading clean energy company within the organics recycling and waste-to-energy sector.
- Worked for 15 years for leading global investment banks as a capital markets and corporate finance banker to high- growth companies in the U.S., Asia and Latin America
- Began his career at Morgan Stanley where he held a succession of positions, including leadership roles in the firm's Investment Banking Division in New York, Hong Kong and India
- Received his MBA from Columbia University's Graduate School of Business, where he graduated as a member of the Beta Gamma Sigma honor society, and earned his BA in Economics from Bucknell University.

PHILLIP FOY, General Counsel & Chief Development Officer

- Leads the Company's industry-leading project development team
- Joined the Company as Corporate Counsel in January of 2014, after completing a JD and Master of Environmental Law and Policy at Vermont Law School
- While at Vermont Law, and shortly thereafter, Phillip gained experience dealing with environmental and business issues while working for an environmental law firm in New Zealand, the Vermont Agency of Commerce and Community Development in Montpelier, VT, and the White House Council on Environmental Quality, in Washington, D.C.
    - This experience and education has provided Phillip with a strong understanding of legal analysis, environmental law and policy, and how the public and private sectors interact in regard to project development and implementation.
- Phillip holds a Bachelor of Science in Biological Sciences from North Carolina State University.

JESSE STOWELL, Chief Commercial Officer

- Worked in the renewable energy industry for 20 years, previously as a Regional Sales Manager for SunEdison where he focused on origination and early development of solar projects throughout various markets in the Northeastern US.
- Prior to that role, Jesse helped grow AWS Truepower's consulting services business, working predominantly with wind and solar developers as clients.
- Before joining AWS Truepower, Jesse was responsible for the development of on-site renewable energy projects at Johnson Controls. There he developed projects at federal sites financed by energy savings performance contracts.
- Began his career at Northern Power Systems as a mechanical engineer and product manager, where he helped lead the commercialization of a medium-scale wind turbine for distributed applications
- Jesse has a Bachelor's degree in Mechanical Engineering and Materials Science from Duke University and is a licensed Professional Engineer in the State of Vermont.

CHRIS CLEMENT, Chief Financial Officer

- Leads the Company's project finance and corporate investment activities
- Has over a decade of experience as a sustainable finance professional working to catalyze investment and innovation in the transition to a broadly prosperous, low- carbon economy.
- PhD economist by training and completed his doctoral studies at the University of Vermont as a National Science Foundation Fellow studying the renewable energy transition in Vermont.
- Prior to joining Encore, Chris worked in investment banking for impact-focused renewable energy and climate technology companies, most recently founding and leading a boutique investment banking firm, Deep Impact Capital.
- Prior to obtaining his PhD, Chris earned two degrees from Yale University, an MBA from the School of Management and a Master in Environmental Management from the School of the Environment.
- Chris also holds a BS in Environmental Science with honors from the University of North Carolina at Chapel Hill.

LAUREN GLICKMAN, Vice President of Policy and Communications

- Over 20 years of experience in clean energy and climate change policy and communications
- Successful track record for implementing winning social media and online strategies
- Serves on the SEIA Board of Directors as Vice Chair of the Energy Storage Division
- Awarded a Platinum Cleanie Award in 2019, as well as a spot on the #Solar100, a ranking of the most influential leaders in the solar industry.
- Spearheaded the strategic marketing and communications efforts for numerous companies and organizations across the renewable energy sector
- Spent the last decade as a communications consultant for nonprofits and renewable energy businesses as a Managing Partner for RenewComm and independently as WindyGlick Communications
- Worked with leaders across the wind, solar, energy storage and clean energy finance sectors including Women of Renewable Industries and Sustainable Energy, CleanCapital, Hannon Armstrong, Rope Partner, Solar Energy Trade Shows (now RE+), Grid Alternatives and Edison Energy.
- Holds a Bachelor's in Environmental Policy and English from Tulane University.

EMILIE GRENIER, Vice President of People and Talent

- Brings a wealth of experience and a passion for building exceptional teams to her role as Vice President of People and Talent at Encore Renewable Energy
- With a diverse background that spans the tech world and the nonprofit sector, Emilie is dedicated to fostering a culture of innovation, inclusivity, and growth within the organization
- Prior to joining Encore, Emilie made an impact in both the clean energy and tech sectors, including tenure at Calendly and the Vermont Energy Investment Corporation (VEIC).
- Guides the company's growing workforce, leading with a balanced approach of human centered and pragmatic, bottom line solutions.
- Holds a Master's degree from the UVM and an undergraduate degree from Dickinson College

SONIA JOHNSON, Vice President of Construction

- Leads the Company's in house construction team
- Started her career in the R&D division of a large multinational gas turbine manufacturer in Montreal
- Upon relocating to Vermont, Sonia entered the state's rapidly growing clean energy sector, working initially for a locally based solar data monitoring provider before joining Encore
- As Director of Construction, she utilizes her strong organizational skills and prior work experience with process implementation/improvement to help Encore gain efficiencies.
- Sonia holds a Bachelor's degree in Mechanical Engineering from Ecole Polytechnique de Montreal and a Certificate in Management from Ecole des Hautes Etudes Commerciales.

DOUG MACDONALD, Vice President of Engineering

- Over 20 years of experience in renewable energy industry
- Provides in-house engineering expertise to further refine the commercial designs that define Encore's success to date.
- Prior to joining Encore, Doug worked for SolarEdge Technologies as a Senior Application Engineer, managing design reviews for commercial PV projects.
- Before SolarEdge, he worked as a PV and Wind System Project Engineer at AllEarth Renewables, designing some of the earliest net-metered and Standard Offer projects in Vermont.
- Doug began his renewable energy career 10 years earlier at Northern Power System, a company that manufactured harsh climate wind, solar, hybrid and cogeneration power systems for remote and commercial applications.
- When Doug is not working, he loves to spend time skiing, hiking, sailing, or jumping in the many VT swimming holes.

JAKE CLARK, Vice President of Project Development

- Joined Encore in 2019 as a Project Developer, in a role in which he leveraged his multi-disciplinary background in project management, engineering, and energy law to advance Encore's clean energy projects from inception through development, to the EPC phase
- Serves on the Board of Directors at Renewable Energy Vermont
- Developed more than 35MW of solar and storage projects in Vermont alone and leads Encore's rapidly growing development team on projects throughout New England, the Central East Coast, and Western Markets
- Started his career in project management working for the Turner Construction Company on large scale construction projects in New Jersey ($100MM – $250MM), with a focus on LEED building projects.
- Worked in energy regulatory law in Washington DC, and as a Staff Attorney for the Vermont Department of Public Service representing the interests of the state in a variety of cases before the Public Utility Commission
- Holds a Bachelor's degree in Mechanical Engineering from Bucknell University, and he earned his J.D. at the George Washington University Law School.

ROB GREER, Senior Director of Clean Energy Solutions

- Joined the Encore team in May 2021 as the Director of Clean Energy Solutions
- Prior to joining Encore, Rob worked as a residential solar sales leader in both the Massachusetts and Arizona markets.
- With 7 years in solar sales, Rob has coached solar sales teams on how to create the best possible buying experience for customers.
    - This led to glowing customer reviews, a higher volume of referrals, and ultimately a more cost-effective way to grow solar adoption.
- Transferring his residential solar sales experience to larger-scale commercial solar and battery projects with Encore.
- Holds a Bachelor of Science degree in Marketing from SUNY Oswego
- Also holds a Sustainable MBA through Green Mountain College
- For fun, Rob enjoys playing guitar, kayaking, and snowboarding. He also appreciates friendly people, good puns, and useless talents across a wide spectrum

COLIN DIAMOND, Director of Project Estimation and Procurement

- Joined the Encore team in April 2023 to oversees the Company's multi-million dollar equipment procurement and refine project costing estimates efforts.
- Brings over a decade of experience performing a multitude of roles within the solar and renewable space
- Started his solar journey in 2014 doing clean energy advocacy for the Nonprofit Network for a Sustainable Tomorrow based in Binghamton, New York
- Holds a Bachelors in Electrical and Electronics Engineering from SUNY Binghamton
- Holds NABCEP PVIP Certification
- Brings a wealth of knowledge to Encore that brings invaluable experience to this multi-faceted role.
- When Colin is not working, he enjoys spending time in the outdoors hiking a trail with his dogs or on a disc golf course.

AMBER LESSARD, Director of Construction and Asset Management

- Joined Encore in 2020 after spending several years installing across the Green Mountain State
- Previously worked as a residential PV installer and service technician, as well as a commercial solar evaluator, designer, site supervisor, and operations and maintenance manager
- Earned her Vermont state electrical journey worker S-type license
- Achieved her NABCEP PV Installation Certification
- Leads the way for Encore's deployment of herds of solar grazing sheep across many of our projects and has been representing our membership in the American Solar Grazing Association
- Advocate for increasing diversity in the renewable energy and trade industries, Amber works closely with the non-profit Vermont Works for Women as a solar instructor for their middle school and high school programs, adult pre-apprenticeship training, and job training for incarcerated women nearing release.

RALPH MEIMA, Vice President of Project Development

- Career spans 8 years in solar energy development plus earlier work in international IT marketing, systems consulting, and software development
- Devoted part of his career to research and teaching in management education with a sustainability focus, including serving as founding director of the Marlboro MBA in Managing for Sustainability (2006 to 2012)
- Ralph has been a local citizen renewable energy advocate via the Brattleboro, Vermont Energy Committee (2012-2021) and the Vermont Energy Action Network
- Holds engineering degree from Rensselaer Polytechnic Institute
- Also holds an MBA from the Wharton School at the University of Pennsylvania, a Master of Arts from Johns Hopkins SAIS, and a PhD in management from Lund University, Sweden.
- Speaks Swedish, French, and German in addition to his native English
- Engaged in international regional economic development initiatives through Windham Global Partners, which he founded
- Lives in Brattleboro, Vermont with his wife and four children. He gets outdoors as much as possible in all seasons, and has published a number of works of speculative fiction set in the near future.

BRIAN BROWNING, Senior Director of Engineering

- Over 20 years of experience in the Renewable Energy Industry
- Prior to joining Encore, Brian owned a Solar Power Engineering (SPE) providing design services for commercial and utility scale solar and battery storage projects in the northeast region
- Started SPE in 2010 and was responsible for design and construction oversight related to rooftop and ground mounted solar projects ranging from 150kW to 5MW
- Prior to starting SPE, Brian worked as a commercial project engineer for groSolar and a project engineer and electrical engineering department manager for Northern Power Systems
- Before Northern Power, Brian worked as an electrical engineer for 10 years at Hallam Engineering in Burlington focused on the design of electrical distribution systems for industrial and institutional buildings
- Holds a Bachelor of Science degree in Electrical Engineering from UVM
- Held a Professional Engineer's license since 1996
- Licensed electrical engineer in the states of Vermont and Maine.

CITY OF BURLINGTON

REQUEST FOR QUALIFICATIONS ("RFQ")
for
PHOTOVOLTAIC SOLAR ENERGY PROJECTS

RFQ Date Issued:	February 6, 2024
Questions Due:	February 20, 2024
Electronic Proposals Due:	March 5, 2024
Issuing Point of Contact:	Zachary Nersinger Senior Projects & Policy Specialist, Community Works Community & Economic Development Office (CEDO) 149 Church St, 3rd Floor, Burlington, VT 05401 Direct: 802-923-9218 Email: znersinger@burlingtonvt.gov

I. PROJECT OVERVIEW

The City of Burlington (the "City") is soliciting qualification-based proposals (or "RFQ") from commercial solar companies to assist the municipality in the development of renewable energy projects at no net cost to the City except as may occur pursuant to a PPA or net metering arrangement with Burlington Electric Department ("BED").

Four (4) sites have been identified to be evaluated for the installation and operations of photovoltaic ("PV") solar energy systems to further the City's goals and commitments to providing clean renewable energy sources for its facilities and the Burlington community.

The identified sites include the following City properties.

1. Manhattan Drive Landfill located at **180 Manhattan Drive**, Burlington, VT 05401; Tax ID: 039-2-053-000
2. **Beltline (Route VT 127)** mowed areas located in the right of way in the area of the North Ave / Beaches on-ramps and off-ramps.
3. Burlington Drinking Water Reservoir Roofs located at **525 Main Street,** Burlington, VT 05401;
   Tax ID: 050-3-049-000
4. Burlington Water Treatment Plant Roof located at **235 Penny Lane**, Burlington, VT 05401; Tax ID: 043-4-004-000

Responding firms will be required to demonstrate professional services that efficiently evaluate the feasibility of solar systems at these locations.

The City is seeking potential partners with the following expertise:

- Capacity, knowledge, experience, financial resources and ability to recognize, evaluate and then develop a renewable energy project that will make cost-effective use of certain City properties and/or buildings.
- Proven track record in successful implementation, from design through commissioning, of solar photovoltaic and battery storage technologies.
- Proven track record with assembling financing to construct renewable energy projects without customer capital outlay.
- Ability to identify and use applicable state, federal and other net metering, grant, loan, and tax credit programs related to clean and renewable energy options or to negotiate other purchase arrangements with the host utility as applicable.
- Experience overseeing installation and continued operations of solar systems.

II. EXHIBITS

1. Exhibit A: Map A – Manhattan Drive Landfill Site
2. Exhibit B: Map B – Beltline (Route VT 127) Site
3. Exhibit C: Map C – Burlington Drinking Water Reservoir Site
4. Exhibit D: Map D – Burlington Water Treatment Plant Site
5. Exhibit E: Preliminary structural assessment of the Water Reservoir roofs by Engineering Ventures, PC; July 2018
6. Exhibit F: Preliminary structural assessment of the Water Treatment Plant roof by Engineering Ventures, PC; July 2018
7. Exhibit G: Solar footprint analysis of the Water Treatment Plant roof; 2018
8. Exhibit H: Burlington Standard Contract Conditions
9. Exhibit I: Burlington Livable Wage Ordinance Certification
10. Exhibit J: Burlington Outsourcing Ordinance Certification
11. Exhibit K: Burlington Union Deterrence Ordinance Certification

III. BACKGROUND

In 2019, Burlington was named the top city in Northeastern U.S. and 4th overall in the Country for solar per capita [1]. Since then, the City has committed to creating a sustainable future for its services and residents through exploring opportunities for expanding renewable energy resources. The City has implemented solar photovoltaic energy systems

[1] https://www.burlingtonvt.gov/Press/burlington-named-top-city-in-northeastern-us-and-fourth-in-country-for-solar-per-capita

in several locations across the City – most recently at the Department of Public Works building rooftop. In June of 2023, Mayor Miro Weinberger issued a press release discussing a "*Net Zero Energy Roadmap Update*" for the City of Burlington. An electronic copy of the Net Zero Energy Roadmap can be accessed on the BED website at this link - https://www.burlingtonelectric.com/nze/.

Achieving the City's goal will require the continuation of BED's practice of sourcing 100 percent of the City's electricity needs from renewables. To support the City's goal, the Community & Economic Development Office ("CEDO") and other departments of the City have continued to review city facilities and properties for potential candidates that could support solar systems.

CEDO, in partnership with BED, Burlington Water Resources Division ("WRD"), and Burlington Department of Public Works ("DPW") is seeking agreements with a qualified and licensed firm to analyze options for the design, finance, installation, and operation of up to four (4) new PV solar energy system projects (the "solar project") on City owned properties. Initially the firm will be expected to help the City develop a plan for these sites, but the firm should also be qualified to help the City implement that plan. BED will be the recipient of the energy generated from the solar project either via net metering or a negotiated purchase power agreement. The City is also interested in evaluating the feasibility of battery storage systems at each site.

Coordination with City departments will be required to complete the analysis of the existing conditions of the facilities at each of the sites to determine the feasibility of solar systems and to produce the preliminary and final designs. Some sites may not be chosen if the project is not feasible due to excessive costs or other prohibiting factors.

The City recognizes that this RFQ is broad in scope. Once a selected firm assists the City to understand its options for the sites and the feasibility of each option, the scope of work will become clearer as project scoping advances. Responding firms are urged to make responses as detailed as possible, while identifying areas where further detail is required or risks may exist, as well as all assumptions and exclusions. As stated in Section XIII, below, the City reserves the right to negotiate more than one contract as a result of this RFQ, and each contract may address a different aspect of the scope of work.

The Landfill Site

The Landfill site, located at 180 Manhattan Drive (**see Exhibit 1: Map A**), features a capped landfill that previously completed the necessary work for its closure in 1989. The site is single parcel with approximately 35 acres, with ±15 acres of grass and wildflowers. Natural features such as wetlands and changes in elevation will limit the amount of land area that can be used for a solar system. Access to the site is from a gated driveway entrance on Manhattan Drive.

The surface of the landfill does not permit any form of penetration and, therefore, all proposals must include designs for a solar project (for example ballasted) that complies with this requirement and any other specifications identified by DPW. Further, per the City's agreement with US Fish & Wildlife, that runs through April 1, 2025, this landfill is a 2015 planting site and wildflowers need to be maintained.

Additional due diligence at this site will require an analysis of the existing leachate and methane collection systems to determine what capital improvements are necessary to maintain operation of those systems and to provide the best design for a solar project. The City is seeking potential partners in the development of a solar project at this site that has a proven track record at designing and maintaining a solar system for former landfill sites.

Beltline Site

The Beltline, known as at VT-127, has four (4) mowed grass areas within the on ramps and off ramps to the North Ave / Beaches exit. These lands are all located in the right of way. Initial estimates indicate that approximately 7.7 acres of mowed grass areas could be available for a new solar system (**see Exhibit 2: Map B**). Access would need to be maintained for mowing and stormwater management infrastructure within these areas. Responding firms may need to contact the Director of the Department of Public Works to discuss accessing the right of way for the solar project.

The Reservoir Site

The Reservoir site is located at 525 Main Street, across from the University of Vermont Davis Center, and contains the City's two (2) drinking water reservoir tanks (**see Exhibit 3: Map C**). The site will require the replacement of the existing roof membrane, review of the existing roof structure for needed repair/reinforcement to accommodate the solar system, and design of rooftop solar system. The drinking water reservoirs are critical structures in the water supply system.

The water storage tank roofs were constructed in 1981 and consist of pre-stressed double tee beams, pre-stressed roof planks, and support columns. The existing roof is green Hypalon waterproof membrane installed over a 2-inch concrete toping course. The existing water storage tanks consist of an approximate 37,000 square foot (SF) North Reservoir and an approximate 50,000 SF South Reservoir. A preliminary structural assessment of the roofs was completed by Engineering Ventures, PC in July 2018 (**see Exhibit E**).

WRD is also in the process of completing a consultant agreement for final design of both the reservoir pump station and reservoir improvements. Part of the scope includes repair of the roof concrete and membrane roof replacement. The project is expected to go into construction in CY25.

No roof penetrations will be allowed for a roof mounted solar system. Installation of the solar system shall not create increased risk of leaks. Roof mounted systems shall not impede or alter the current roof drainage systems performance or result in additional water loads. Respondents shall prepare cost estimates for the design and installation of a ballasted, rack framing system, or a similar design type based on existing roof conditions and any structure improvements that will be required.

Proposals must also include information about access and maintenance of the roof structure and how the City and the solar system operator will interact for maintenance services. WRD must have complete and continuous access for operation and maintenance of the reservoirs and corresponding roofs. Solar maintenance shall not impede reservoir or water operations. If temporary or permanent removal of the solar system is required for any

reason the City reserves the right to have the option at any time to coordinate with the provider and have it removed/reinstall at the expense of the provider.

Water Treatment Plant Site

The Water Treatment Plant ("WTP"), located at 235 Penny Lane (**see Exhibit D: Map D**). The WTP features a 25,250 square foot flat, ballasted membrane roof that will require the replacement of the existing roof membrane and roof structure repair as well as the review and analysis of the existing roof structure for improvements to support a roof top solar array system. A preliminary structural assessment of the water plant roof was completed by Engineering Ventures, PC in July 2018 (**see Exhibit F**). The assessment stated:

> ***"In summary, even with conducting extensive non-destructive investigations and field sampling to determine the capacity of the critical structural roof framing elements, the roof framing is very unlikely to have sufficient reserve capacity to support a ballasted solar panel system as-is."***

While the City believes that of the two (2) water infrastructure related sites the Reservoir is more likely to be a candidate for solar, the City would like to revisit an evaluation of the WTP site to determine if there are any new developments in solar installations that might make this site more viable.

Additional design requirements require the importance of designing a solar system that does not impact the water treatment operations at the facility, including the ability to use various roof hatches. A 2018 analysis of the roof replacement also indicated that there is potentially 11,500 SF available for a solar footprint (**see Exhibit G**).

Respondents shall prepare cost estimates for the design and installation of a roof mounted solar system (rack system with supported members, or similar design type) based on existing conditions and necessary structural improvements. Proposals must also include information about access and maintenance of the roof structure and the City and the solar system operator will interact for maintenance services. Solar maintenance shall not impede water treatment plant operations. If temporary or permanent removal of the solar system is required for any reason the City reserves the right to have the option at any time to coordinate with the provider and have it removed/reinstall at the expense of the provider.

Project Schedule

Given the scope of this solar project, responding firms shall provide preliminary schedules for each site in the proposal documents. This should include, but not be limited to, standard due diligence and site analysis, preliminary designs, construction designs, permitting, and construction phases. Schedules should account for meetings with the City and partners, time for review of the design at various design stages by the appropriate City departments and divisions and time for responding to City comments, and negotiation of any required agreements. Schedules should identify the additional time needed for a site that requires structural improvements or roof replacement versus a roof ready solar design and installation.

IV. RESPONDENT QUALIFICATIONS

The City is seeking a statement of qualifications from firms qualified to provide and perform the following services:

1. Scoping

The consultant will be expected to coordinate with the City and its departments to finalize scope of the necessary facility improvements to allow the successful implementation of solar projects at the designated sites. The consultant will also be expected to work with City to evaluate and identify optimal solar array layout to maximize energy generation, with and without battery storage capable of 4-hour duration, and to allow for necessary maintenance access.

In addition, regarding the Reservoir site and the Water Treatment Plant site, it is of critical importance that the treated drinking water stored within the City water reservoir and processes within the Water Treatment plant are protected at all times and that only National Sanitation Foundation ("NSF") approved adhesives or chemicals are used. Questions regarding these sites can be directed to the WRD Division Director.

2. Design

The City requires a consultant with the ability to design options for solar systems, with and without battery storage, based on the existing conditions of the sites and their facilities. The consultant should also be able to assist the City to determine the feasibility the project generally and of each alternative in particular.

The ability to provide structural analysis of rooftops to determine alternatives for structural improvements is essential, and the consultant should be qualified to analyze existing facility systems, such as the Landfill site, to determine critical improvements that must be completed to support the solar project.

All designs prepared by firms shall be reviewed by appropriate representative divisions and departments, including WRD. The City expects resultant review comments to be incorporated before finalizing plans and designs.

3. Permitting

The consultant should be qualified to identify and complete all necessary federal, state and local project permitting. Any fees associated with permitting will be paid for by the contractor.

4. Financing

The consultant should have the capacity to identify, facilitate, and/or provide project financing. Financing vehicles may include, but are not limited to; leases, purchase power agreements, net metering arrangements, or other cost proposals. The City is open to all creative cost proposals, provided risk to City ratepayers is minimized.

5. Procurement and installation

The consultant should have the necessary knowledge and capacity to procure or assist in the procurement of solar arrays and necessary appurtenances. The consultant should also have the capacity to install or procure a contractor to install the equipment. This may include, but is not limited to: mobilization, demobilization, demolition, insurance,

overhead, profit, bonds, site security, storage, delivery, taxes, installation, testing, commissioning, documentation, record keeping, invoicing, and management.

6. **Construction Observation & Commissioning**

   The consultant should be able to provide onsite construction observation to ensure that the project is constructed and installed as intended. This includes providing onsite project commissioning to support project start-up and ensure that project operates as intended.

   As-builts of all sites that are selected for the solar project shall be provide to the appropriate department heads of the City.

7. **Warranty**

   The consultant will be expected to provide a comprehensive twenty (20) year warranty for any solar system that is constructed with the solar project as well as the City-owned facilities and structures the system is constructed on and/or mounted to.

Given the breath of this RFQ and the preliminary nature of the City's plans for the sites, although the City is primarily interested in engaging a single firm that can provide all of the above services if ultimately required by the City, firms that can provide some, but not all, of those services are encouraged to respond.

V. RESPONSE FORMAT

Prospective firms shall submit a **Statement of Qualifications** in response to this RFQ. The Qualifications Statement shall be limited to ten (10) pages and shall include the following: page covers, tabs/dividers, the cover letter, and resumes are not included within the page count:

1. **Cover Letter:** Signed by a representative of the firm authorized to enter contracts and commit the staff and firm's resources to complete the scope of work as expeditiously as possible.
2. **Firm Profile:** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided.
3. **Project Team:** Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager and other key personnel who would be charged with providing services to the City; provide individual resumes of no more than two (2) pages each describing the background and experience of each.
4. **Statement of Ability:** The City is looking for a firm that can provide an integrated turnkey system; therefore, RFQ proposals should include statements of the ability to do the following:

   a. Assess the designated sites for suitability of solar systems based on existing conditions and the necessary facility improvements to support solar systems with and without battery storage.

b. Calculate the maximum appropriate project scale balancing appropriate power generation with other considerations.

c. Develop a project proposal with a specific design criterion.

d. Provide an economic proforma of any proposals showing the financial impacts on the City by year.

e. Provide sample agreement(s) needed to enable the proposal(s)

f. Assist the City with reviewing, assessing and potentially accessing financing and funding options.

g. Secure all necessary permits and approvals for the successful completion of the project in conformance with the applicable State and local requirements.

h. Meet the City's insurance requirements.

i. Install and maintain the project either with or without subcontractors.

j. Provide the City with the anticipated maintenance schedule of each site. The City is not able to grant 24/7 access to a third-party for the Reservoir site or the Water Treatment Plant site due to water security requirements.

5. **Firm's Related Experience:** Provide a description of the experience of the firm and project team, including specific examples of similar work (with preference given to experience in Vermont). Provide other pertinent information that may clearly and effectively identify the prospective firm as being qualified. Please do not include general promotional materials.

6. **References:** Provide three (3) references for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.

7. **Firm Performance:** Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project.

VI. SUBMISSIONS

All replies and quotes in response to this RFQ must be received electronically by the email address of the point of contact **no later than 2:00 PM (EST)** by the above due date, at which time all submitted materials will be opened and recorded. Late proposals will not be accepted under any circumstances. Electronic proposals are required in PDF format. It is the responsibility of the firm submitting replies and proposals to ensure that the issuing point of contact has received a completed proposal by the required deadline.

Questions concerning this RFQ shall be submitted via email to Zachary Nersinger, znersinger@burlingtonvt.gov. It is the responsibility of the prospective responders to contact Zachary Nersinger via email to verify receipt of questions. Based upon such inquiry the City may choose to issue an Addendum. Any revisions, addendums and answers to questions received at least a week before the due date will be sent to Contractors who directly received this RFQ. In addition, revisions will be posted on the City's RFP webpage http://burlingtonvt.gov/RFP/.

Requests for additional information needed to prepare adequate proposals should be directed to Zachary Nersinger, no later than **February 20, 2024**, and any replies to such questions will be provided to all parties who have indicated an intent to respond.

VII. CONTRACTOR SELECTION

Proposals will be reviewed and evaluated by City staff based on the information provided in the proposal. Additional information may be requested prior to final selection. It is anticipated that a decision will be made within 30 days of the due date. The City reserves the right, in its sole discretion, to modify the criteria below and to waive any and all irregularities in any proposal.

Criteria for Selection

The following criteria will be used to evaluate and rank Non-Price Proposal submittals:

Review Criteria	**Available Points**
Qualifications of the respondent and the personnel to be assigned to this project	20
Experience of respondent and the personnel to be assigned to the project with similar projects	25
Demonstration of overall opportunity recognition, insight into local regulatory and fiscal conditions and understanding of potential issues	25
Demonstrated local knowledge / applicable experience	15
Ability to meet the overall needs of the City	10
Clarity/quality of Statement of Qualifications	5
TOTAL	**100**

The City will award the project to the most advantageous proposal(s) taking into consideration price and the evaluation criteria set forth in this RFQ; provided, however, that such proposal shall be in full compliance with all applicable requirements of federal, state and local laws.

VIII. CONTRACTING

The contractor must qualify as an independent contractor and, prior to being awarded a contract, must 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://www.sec.state.vt.us/. The contract will not be executed until the consultant is registered with the Secretary of State's Office.

Prior to beginning any work, the consultant shall obtain Insurance Coverage in accordance with the Burlington Contract Conditions. The certificate of insurance coverage and all endorsements shall be documented on forms acceptable to the City.

If the award of the contract aggrieves any person or entity, they must appeal in writing to the City. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

IX. AGREEMENT REQUIREMENTS

The selected contractor will be required to execute a Vermont contract with the City on the terms and conditions required by the City, including but not limited to those in the Burlington Contract Conditions (**Exhibit H**). Contractors may need to execute other agreements, such as purchase power agreements if needed. If a respondent cannot agree to any of the provisions of the City's standard agreements, that should be identified in the respondent's proposal. Nothing in this RFQ should be interpreted as forming a contract with any respondent. The City will not have any contractual obligations to any respondent, and will not owe any money or other thing of value, unless and until a contract is negotiated and executed by both parties, and then only pursuant to that agreement.

X. LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for the response to this RFQ.

XI. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity, including any requests for additional information or interviews. The City will not reimburse any person or entity for any costs incurred prior to the issuance of the contract.

XII. INDEMNIFICATION

Any party responding to this RFQ is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Qualifications will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the response to the greatest extent permissible by law.

XIII. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest amount. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XIV. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XV. DUTY TO INFORM CITY OF DOCUMENT ERRORS

If a responder knows, suspects, or has reasonable cause to believe, that an error or omission exists in any of the documents, including but not limited to unit prices and rate calculations, the responder shall immediately give the City written notice thereof. Contractors shall not cause or permit any work to be conducted that may related to the error or omission without first receiving written acknowledgment from the City that City representatives understand the possible error or omission and have approved the requested modifications to the documents or that the contractor may proceed without any modification being made to the documents.

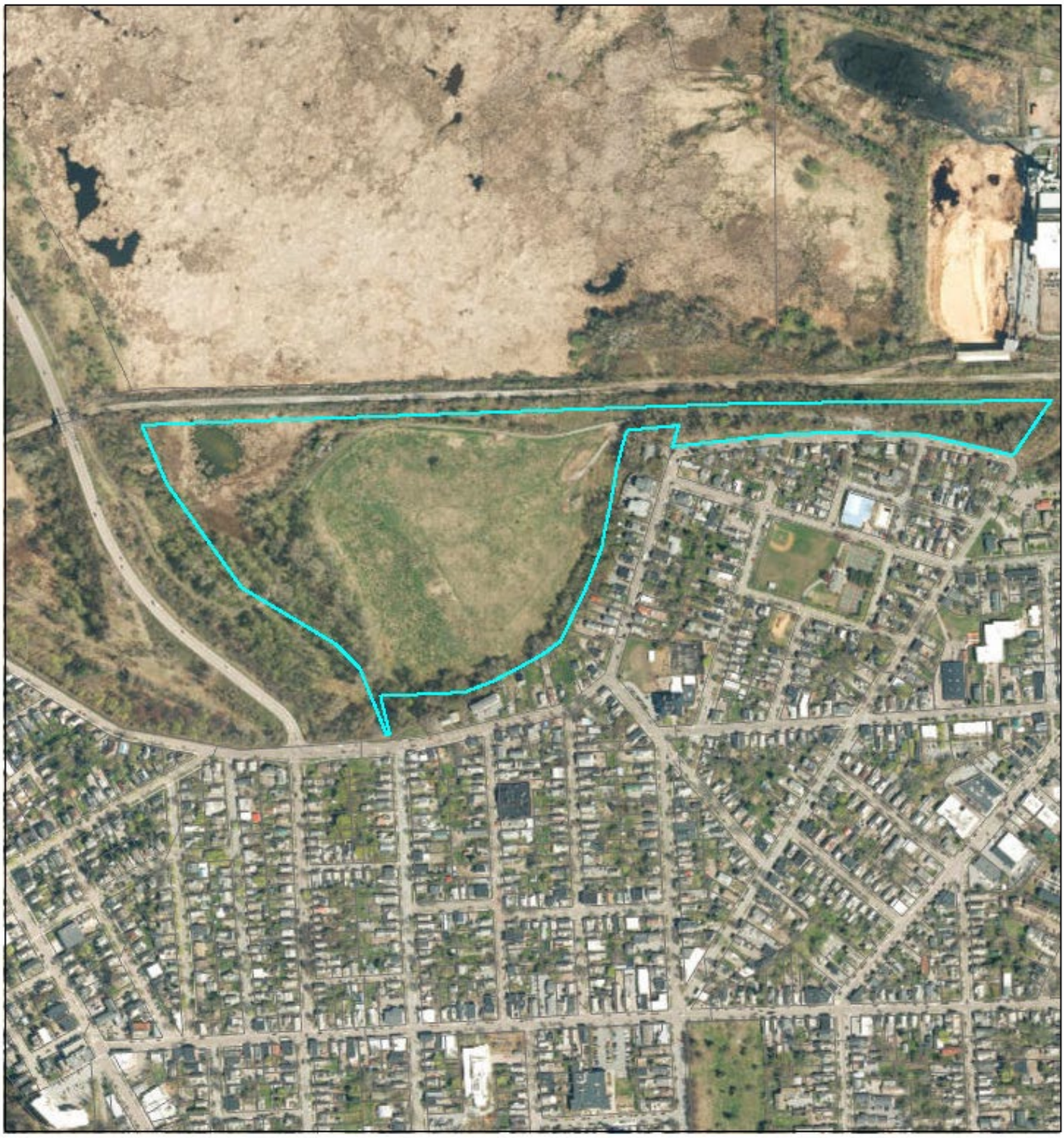
XVI. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

RFQ EXHIBITS

1. Exhibit A: Map A – Manhattan Drive Landfill Site
2. Exhibit B: Map B – Beltline (Route VT 127) Site
3. Exhibit C: Map C – Burlington Drinking Water Reservoir Site
4. Exhibit D: Map D – Burlington Water Treatment Plant Site
5. Exhibit E: Preliminary structural assessment of the Water Reservoir roofs by Engineering Ventures, PC; July 2018
6. Exhibit F: Preliminary structural assessment of the Water Treatment Plant roof by Engineering Ventures, PC; July 2018
7. Exhibit G: Solar footprint analysis of the Water Treatment Plant roof; 2018
8. Exhibit H: Burlington Standard Contract Conditions
9. Exhibit I: Burlington Livable Wage Ordinance Certification
10. Exhibit J: Burlington Outsourcing Ordinance Certification
11. Exhibit K: Burlington Union Deterrence Ordinance Certification

Map A – Manhattan Drive Landfill Site located at 180 Manhattan Drive



11/14/2023, 9:05:00 AM

Tax Parcels

1:9,028

0 295 590 1,180 ft

0 90 180 360 m

VCGI, Maxar

CEDO

VCGI, Maxar

Map B – Beltline Right of Way (Route VT 127) Site

1/4/2024, 4:12:30 PM

Tax Parcels

1:4,514

0 0.04 0.07 0.15 mi

0 0.05 0.1 0.2 km

VCGI, Maxar

Assessor

Map C - Burlington Drinking Water Reservoir Roofs located at 525 Main Street

11/14/2023, 9:07:09 AM

Tax Parcels

1:2,257

0 75 150 300 ft

0 20 40 80 m

VCGI, Maxar, Microsoft

CEDO

VCGI, Maxar, Microsoft

Map D - Burlington Water Treatment Plant Roof located at 235 Penny Lane

1/4/2024, 4:14:13 PM

Tax Parcels

1:1,128

0 0.01 0.01 0.03 mi

0 0.01 0.03 0.05 km

VCGI, Maxar, Microsoft

Assessor

VCGI, Maxar, Microsoft

Exhibit E: Water Reservoir Roof Structural Assessment Report 2018

ENGINEERING VENTURES PC

208 Flynn Avenue, Suite 2A, Burlington, VT 05401 · Tel: 802-863-6225 · Fax: 802-863-6306
85 Mechanic Street, Suite B2-2, Lebanon, NH 03766 · Tel: 603-442-9333 · Fax: 603-442-9331

July 23, 2018

Ms. Ashley Walenty, P.E.
Water Resource Engineer
City of Burlington Department of Public Works
53 Lavalley Lane
Burlington, VT 05401
awalenty@burlingtonvt.gov

RE: Water Storage Tank Roof Assessment
Burlington, Vermont

Dear Ashley:

This letter summarizes the structural assessment performed for the water storage tanks owned by the City of Burlington and located at 525 Main Street in Burlington, Vermont. The purpose of this assessment was to determine a superimposed load capacity for the storage tank covers. Structural calculations and a visual condition survey were performed as part of this effort as outlined in this report. Thank you for the informed discussion based on our initial reporting.

DESCRIPTION OF STRUCTURE

The existing water storage tanks consist of a 37,000 square foot (SF) North Reservoir and a 50,000 SF South Reservoir. Reservoir roof and liner extension were added to the original construction in 1981. Roof structure consists of precast concrete double tees spanning between precast concrete inverted tee beams supported by cast-in-place concrete columns and walls. Foundations consist of conventional spread footing foundations. Roof structure construction is further defined in following documents:

- Drawings titled “Reservoir Covers and Liners” prepared by Whitman & Howard, Inc. and last dated May 1981.
- Calculations titled “Reservoir Covers” prepared by Whitman & Howard, Inc. and last dated 06/19/80.

FIELD INVESTIGATION NOTES

As you may know, Robert Neeld, P.E. of Engineering Ventures, PC (EV) had recently conducted visual observation of the tank roof framing, including the underside. At that time, no major structural condition or issues were noted. We do request that after any new roofing or roof supported installations are done that a visual review of the concrete framing from the underside in the tank be conducted.

ANALYSIS

Structural analysis was performed in accordance with the 2015 Vermont Fire and Building Safety Code which references the 2015 International Building Code (IBC) and 2015 International Existing Building Code (IEBC). Due to the absence of information detailing the roof precast double tees and inverted tee beams, the analysis performed was limited in nature. Analysis consisted of determining allowable superimposed dead load by adjusting original design loads to account for decreased safety factors in design codes from original construction to current code requirements. Five percent increase in demand capacity ratio of members supporting gravity loads was incorporated into the analysis. This increase is defined in IEBC Section 807.4 "Existing structural elements carrying gravity loads."

Additionally, an allowable superimposed dead load was determined that would not increase the tank mass load by more than ten percent. The ten percent threshold is the maximum code allowed increase in the lateral system demand to capacity ratio without evaluating existing systems. Threshold value is defined in IEBC Section 807.5 "Existing structural elements resisting lateral loads."

FINDINGS

Based on the analysis performed using provided existing building drawing information and industry norms, the total superimposed dead load on the roof structure should not exceed 18 pounds per square foot (psf). Assuming an existing roofing weight of 6 psf as outlined in original design calculations, the roof structure has capacity to support an additional 12 psf of superimposed dead load.

For a ballasted solar installation, the 12 psf capacity likely exceeds of meets the ballasting requirement for common interconnected arrangements of the panels as a field using the pending IBC (former commonly used CA model code) wind loading requirements for this site and structure's importance as a water supply. The requirement likely would engender wind uplift results in systems weighing an average 6-12 psf. again depending on specific roof locations, panel type and layout.

Typical green roof installations have saturated weights between 25 and 35 psf, and this exceeds superimposed load limits for the existing structure determined by this analysis. So, for a green roof system to bear directly on the tank roof, the existing horizontal framing would require strengthening throughout, in all likely probability. A less costly structural option would be a green roof support (rack) framing system elevated above the roof and spanning to posts that are on top of and supported by the columns and walls below. However, please note that the irrigation and any chemical maintenance of the roof may compromise water quality in the tank if leakage amounts.

Please note that installations of solar or green roof systems here need to not alter or impede drainage systems performance that would result in more water loads, unless those are also upgraded.

It may be possible to determine an increased load capacity for the roof structure by implementing a field investigation to identify precast double tee and inverted tee construction details. Field investigation would include selective demolition to allow for sampling of existing concrete and prestress strands. A refined structural analysis would be performed following the field investigation accounting for the new information.

CONCLUSION

We recommend limiting the total superimposed dead load on the roof structure and existing roofing to 12 pounds per square foot (psf). This value should be appropriate for a ballasted solar installation, but not a green roof installation. Roof mounted systems should not alter or impede the current drainage. After the solar roof system is installed, visual observation of the framing from below is recommended, to re-establish a baseline condition assessment, as well as to determine if the system's its installation process of loading has led to any localized distress.

The findings and recommendations in this report are based upon information available to Engineering Ventures, PC. at the time of our assessment. We reserve the right to update, add or delete any information contained herein once our investigation and analysis of any new information is complete.

If you have any questions or comments regarding this summary, please do not hesitate to ask. We appreciate the opportunity to provide this engineering service to you and look forward to working with you in the future.

Sincerely
Engineering Ventures, PC

Russ Miller-Johnson, P.E.
Principal

Exhibit F: Water Treatment Plant Roof Assessment 2018

ENGINEERING VENTURES PC

MEMO

208 Flynn Avenue, Suite 2A, Burlington, VT 05401 · Tel: 802-863-6225 · Fax: 802-863-6306
85 Mechanic Street, Suite B2-2, Lebanon, NH 03766 · Tel: 603-442-9333 · Fax: 603-442-9331

Report Date: 7/23/18

To: Ms. Ashley Walenty, P.E., Water Resource Engineer
City of Burlington Department of Public Works
awalenty@burlingtonvt.gov

From: Russ Miller-Johnson, P.E.

Re: Water Treatment Building Roof Capacity and Adaptability
Structural Engineering Preliminary Review

A review of the existing drawings, a meeting with you, and a site visit of the existing building was conducted to determine the adaptability of the existing roof framing to support a solar power panel system. In summary, even with conducting extensive non-destructive investigations and field sampling to determine the capacity of the critical structural roof framing elements, the roof framing is very unlikely to have sufficient reserve capacity to support a ballasted solar panel system as-is. The presumption is based on the structural system being pre-cast, pre-stressed double tees - which are known to have been (and still are) commonly constructed without a lot (or any) reserve capacity; and that the building site and use engender comparatively high ballast loads.

The following salient points were studied and considered:

- The existing building design drawings did not provide design load information or specifics on concrete strength or conventional and pre-stressed reinforcing locations, grades and sizes. It is likely that the design engineering was conducted by a design-build specialty product Contractor. This was common when the building was constructed as well as currently. The specialty pre-cast contractor's shop drawings and designs are not available, so the design information would only be determinant by on-site investigations of the built components.

- On site investigations would involve using penetrating radar to map and size reinforcing; and sampling concrete and steel reinforcing by destructive measures. These measures would be disruptive to operation. With this information it is not likely however that sufficient additional capacity would be developed because unstated reserve capacity in pre-stressed components is very uncommon. The designs would be adjusted and "tuned" for a project's spans and code forces; allowing for economy.)

- The load requirement for a ballasted solar panel system would be relatively high at this building because the Site is "open" (Exposure D) on the lakefront; and as a Water Treatment Plant the Risk Category is IV (Essential in previous code terms) - so uplift pressures are an order of magnitude higher than more typical installations.

- The likelihood of the existing structure to require steel or concrete strengthening to support the panel system is high due to the pre-stressed, pre-cast components and the site ballasted demands.

- The current roofing system is ballasted; and while converting this to a mechanically fastened roof would provide for additional ballast from a solar panel system, the application of the fasteners to the thin flanges on the precast would be problematic and likely disturb the underside of the faming – and have operational disruptions, dusting, etc.

- As another option, a connected solar panel roof rack would require many fastened through the roof; so, in addition to the fastener issues with thin-flanged concrete double tees, many roof penetrations would be created, increasing the risk of leaks.

- A scaffold supported load test (limiting and excessive deflections) in an operational facility does not seem prudent and would, again, likely not lead to sufficient capacity for the ballasted solar panel system

Exhibit G: Water Treatment Plan Roof Solar Footprint 2018

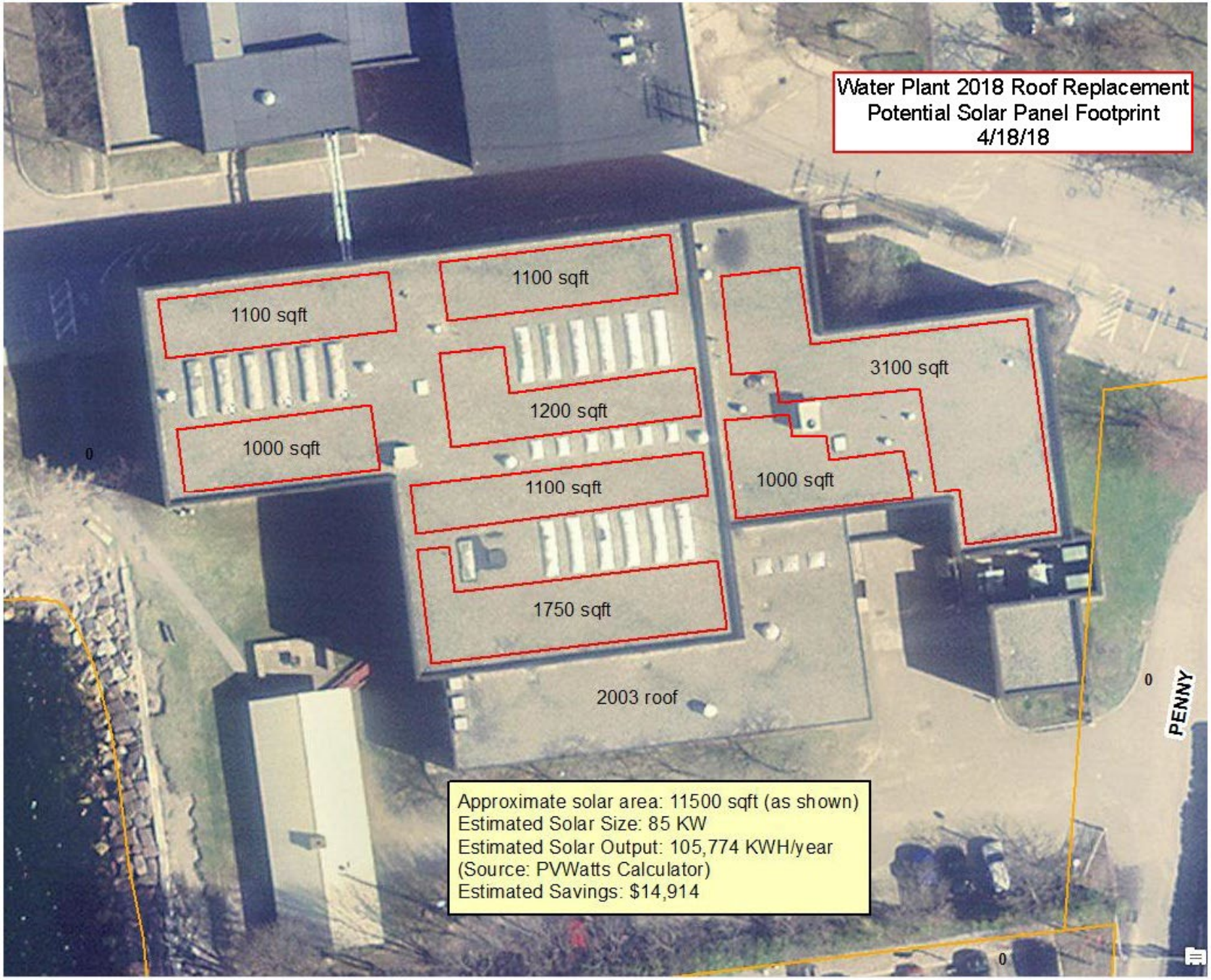


Exhibit H: Burlington Standard Contract Conditions

CITY OF BURLINGTON
DRAFT CONTRACTOR CONTRACT

This Contractor Contract ("Contract") is entered into by and between the City of Burlington, Vermont ("the City"), and [_____] ("Contractor"), a Vermont corporation located at [_____].

Contractor and the City agree to the terms and conditions of this Contract.

1. DEFINITIONS

The following terms shall be construed and interpreted as follows:

A. "Contract Documents" means all the documents identified in Section 4 (Scope of Work) of this Contract.

B. "Effective Date" means the date on which this Contract is approved and signed by the City, as shown on the signature page.

C. "Party" means the City or Contractor, and "Parties" means the City and Contractor.

D. "Project" means the [_____].

E. "Work" means the services described in Section 5 (Payment for Services) of this Contract, along with the specifications contained in the Contract Documents as defined in Section 4 (Scope of Work) below.

2. RECITALS

A. Authority. Each Party represents and warrants to the other that the execution and delivery of this Contract and the performance of such Party's obligations have been duly authorized.

B. Consideration. The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.

C. Purpose. The City seeks to employ the Contractor to [_____].

3. EFFECTIVE DATE & TERM

A. Effective Date. This Contract shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Contract before the Effective Date and shall have no obligation to pay Contractor for any performance or expense incurred before the Effective Date or after the expiration or termination of this Contract.

B. Term. This Contract and the Parties' respective performance shall commence on the Effective Date and expire on [_____] or upon the satisfaction of the City, unless sooner terminated as provided herein.

4. SCOPE OF WORK

The Contractor shall perform the services listed in Attachments A (Request for Proposals) and B (Contractor's Response to Request for Proposals).

5. PAYMENT FOR SERVICES

A. Amount. The City shall pay the Contractor for completion of the Work in accordance with Attachment B (Contractor's Response to Request for Proposals) [or as follows: _____].

Contractor agrees to accept this payment as full compensation for performance of all services and expenses incurred under this Agreement.

B. Payment Schedule. The City shall pay the Contractor in the manner and at such times as set forth in the Contract Documents [or as follows: _____]. The City seeks to make payment within thirty days of receipt of an invoice and any backup documentation requested under subsection D (Invoice) below.

C. Maximum Limiting Amount. The total amount that may be paid to the Contractor for all services and expenses under this Contract shall not exceed the maximum limiting amount of $[_____]. The City shall not be liable to Contractor for any amount exceeding the maximum limiting amount without duly authorized written approval.

D. Invoice. Contractor shall submit one copy of each invoice, including rates and a detailed breakdown by task for each individual providing services, and backup documentation for any equipment or other expenses to the following:

[Name, address, phone, email]

The City reserves the right to request supplemental information prior to payment. Contractor shall not be entitled to payment under this Contract without providing sufficient backup documentation satisfactory to the City.

6. SECTION & ATTACHMENT HEADINGS

The article and attachment headings throughout this Contract are for the convenience of City and Contractor and are not intended nor shall they be used to construe the intent of this Contract or any part hereof, or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.

7. CONTRACT DOCUMENTS & ORDER OF PRECEDENT

A. Contract Documents. The Contract Documents are hereby adopted, incorporated by reference, and made part of this Contract. The intention of the Contract Documents is to establish the necessary terms, conditions, labor, materials, equipment, and other items necessary for the proper execution and completion of the Work to ensure the intended results.

The following documents constitute the Contract Documents:

Attachment A: Request for Proposals dated [_____]
Attachment B: Contractor's Response to Request for Proposals dated [_____]
Attachment C: Burlington Standard Contract Conditions for Contractors
Attachment D: Burlington Livable Wage Ordinance Certification
Attachment E: Burlington Outsourcing Ordinance Certification
Attachment F: Burlington Union Deterrence Ordinance Certification
Attachment G: Contractor's Certificate of Insurance

B. Order of Precedent. To the extent a conflict or inconsistency exists between the Contract Documents, or provisions therein, then the Contract take precedent. Any Invitation for Bids, Additional Contract Provisions, and the City Ordinance Certifications shall prevail over any inconsistency with the Contractor's Scope of Work and Cost Proposal.

8. [Reserved]

— Signatures follow on the next page —

SIGNATURE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

Contractor
[Name of Contractor]

By: _____

Date: _____

City of Burlington
[Department]

By: _____
[Name]
[Title]

Date: _____

Attachment A:
Request for Proposals dated [_____]

DRAFT

Attachment B:
Consultant's Response to Request for Proposals dated [_____]

DRAFT

Attachment C:
Burlington Standard Contract Conditions For Consultants

DRAFT

Attachment D:
Burlington Livable Wage Ordinance Certification

DRAFT

Attachment E:
Burlington Outsourcing Ordinance Certification

DRAFT

Attachment F:
Burlington Union Deterrence Ordinance Certification

DRAFT

Attachment G:
Consultant's Certificate of Insurance

DRAFT

Exhibit I: Burlington Livable Wage Ordinance Certification

Certification of Agreement to Comply with the City of Burlington's Livable Wage Ordinance

I, _____, on behalf of _____ ("the Contractor"), in connection with a contract for _____

services to be provided to the City of Burlington ("the City"), hereby certify, under oath, that the Contractor (and any of its subcontractors or subgrantees under this contract) shall comply with the City's Livable Wage Ordinance ("LWO"), B.C.O. 21-80 et seq., and that:

(1) The Contractor shall pay all "covered employees" as defined by the LWO (including covered employees of subcontractors or subgrantees) a livable wage (as determined, or adjusted, annually by the City's chief administrative officer), and shall provide required paid time off for the term of the contract *(or the duration of the contracted project)*;
   (a) Full-time employees are entitled to 12 days of paid time off per year; and
   (b) Part-time employees are entitled to 12 days of paid time off per year on a prorated basis;
   (c) For a covered employer that provides employer assisted health care, the livable wage shall be at least $17.44 per hour; and
   (d) For a covered employer that does not provide employer assisted health care, the livable wage shall be at least $18.59 per hour.

(2) The Contractor shall post a notice regarding the applicability of the LWO in the workplace or in other locations where covered employees normally work, and where such notice can be readily seen;

(3) Upon request of the City's chief administrative officer, the Contractor, for itself and, as applicable, for any of its subcontractors or subgrantees, shall provide payroll records, health insurance enrollment records, and other relevant documentation, as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of the City's request;

(4) The Contractor shall cooperate in any investigation conducted pursuant to the LWO by the City's designated accountability monitors or the City's Office of City Attorney & Corporate Counsel;

(5) The Contractor shall not retaliate, nor allow any of its subcontractors or subgrantees to retaliate, against an employee or other person because such employee or person has exercised rights or is planning to exercise rights protected under the LWO, or has cooperated in an investigation conducted pursuant to the LWO;

(6) The Contractor is required to insert in all subcontracts the requirements of the LWO. The Contractor is liable for violations of the LWO committed by its covered subcontractors.

Date: _____ By: _____

Contractor, or its duly authorized agent

Subscribed and sworn to before me:

Date: _____ _____

Notary Public

Livable Wage Ordinance

****EFFECTIVE JULY 1, 2023****

Are You Receiving A Livable Wage?

The Burlington Livable Wage Ordinance requires that if you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least $17.44 an hour **if the employer provides health insurance**.

$17.44

If you are working on a specific City of Burlington service contract or subcontract above a certain amount your employer must pay you at least $18.59 an hour **if the employer does not provide health insurance.**

$18.59

What Are Your Rights Under the Livable Wage?

All employees who work directly on a City of Burlington service contract or a subcontract may be eligible. To find out if you are covered by the Livable Wage Ordinance, you may call the Office of the Clerk/Treasurer at (802) 865-7000, option 1.

Are You Eligible to Receive The Livable Wage?

Covered employees are required to be paid at least the above amounts. If you are covered and your employer reduces your pay, your employer shall be considered in violation. You are protected by law if you assert your rights under the Livable Wage Ordinance. Any employee to whom the Livable Wage has been applied in the past shall not have their wage reduced in FY24 because of this annual adjustment.

Why Report A Livable Wage Violation?

If your employer is required to be paying you the Livable Wage and is not, they may be required to pay you back wages and be subject to any other appropriate action as outlined in the Ordinance.

Employee Earned Income Tax Credit

Are you raising a family and making less than $30,000? If so, you could be eligible to receive the Earned Income Tax Credit (EITC.) You may even be eligible if your income is so low that you do not owe any taxes. The EITC can reduce your taxes or provide a cash refund. There is a federal and state EITC, so ask about both. To find out if you qualify and how to get this benefit, speak to your employer's payroll clerk or call IRS at 1.800.TAX.1040.

To file a complaint contact:
Office of the Clerk/Treasurer, 149 Church Street, Burlington, VT 05401
802-865-7000, option 1

Revised 5/23

Exhibit J: Burlington Outsourcing Ordinance Certification

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, _____, on behalf of

_____ (Contractor) and in connection with the

_____

_____[project], hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at _____, Vermont this ____ day of _____, 20__.

By:_____
Duly Authorized Agent

Subscribed and sworn to before me: _____
Notary

ARTICLE VII. OUTSOURCING

21-90 Policy.

It is the policy of the City of Burlington to let service contracts to contractors, subcontractors and vendors who perform work in the United States.

(Ord. of 11-21-05/12-21-05)

21-91 Definitions.

(a) *Contractor* or *vendor.* A person or entity that has a contract with the City of Burlington primarily for the furnishing of services (as opposed to the purchasing of goods), including any subcontractors of such contractor or vendor.

(b) *Government funded project.* Any contract for services which involves any city funds and the total amount of the contract is fifty thousand dollars ($50,000.00) or more. Burlington School Department contracts shall not be considered government funded projects under this article.

(c) *Outsourcing.* The assigning or reassigning, directly, or indirectly through subcontracting, of services under a government funded project to workers performing the work outside of the United States.

(Ord. of 11-21-05/12-21-05)

21-92 Implementation.

(a) No contract for a government funded project shall be let to any contractor, subcontractor, or vendor who is outsourcing, or causing the work to be performed outside of the United States or Canada.

(b) Prior to the commencement of work on a government funded project a contractor, subcontractor or vendor shall provide written certification that the services provided under the contract will be performed in the United States or Canada.

(Ord. of 11-21-05/12-21-05)

21-93 Exemption.

An exemption from requirements of this article may be authorized by the chief administrative officer based upon a determination that the services to be performed for the government funded project are not available in the United States or Canada at a reasonable cost. Any such exemption decision by the chief administrative officer

shall be reported to the board of finance in writing within five (5) days. The board of finance may, if it should vote to do so, override the exemption decision if such vote occurs within fourteen (14) days of the date of the chief administrative officer's communication to such board.

(Ord. of 11-21-05/12-21-05)

21-94 Enforcement.

(a) Any contractor, subcontractor or vendor who files false or materially misleading information in connection with an application, certification or request for information pursuant to the provisions of this article or outsources work on a government funded project shall be deemed to be in violation of this article.

(b) A violation of this article shall be a civil offense subject to a civil penalty of from one hundred dollars ($100.00) to five hundred ($500.00). All law enforcement officers and any other duly authorized municipal officials are authorized to issue a municipal complaint for a violation of this article. Each day any violation of any provision of this article shall continue shall constitute a separate violation.

(c) The City of Burlington shall have the right to modify, terminate and or seek specific performance of any contract for a government funded project if the contractor, subcontractor or vendor has not complied with this article.

(Ord. of 11-21-05/12-21-05)

21-95—21-99 Reserved.

Exhibit K: Burlington Union Deterrence Ordinance Certification

Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that _____ (Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will it over the life of the contract advertise or provide union deterrence services in violation of the City's union deterrence ordinance.

Dated at _____, Vermont this ____ day of _____, 20__.

By:_____
Duly Authorized Agent

ARTICLE VIII. UNION DETERRENCE

21-100 Policy.

It is the policy of the City of Burlington to limit letting contracts to organizations that provide union deterrence services to other companies.

(Ord. of 3-27-06/4-26-06)

21-101 Definitions.

(a) *Contractor or vendor.* A person or entity that has a contract with the City of Burlington primarily for the furnishing of services (as opposed to the purchasing of goods), including any subcontractors of such contractor or vendor.

(b) *Government funded project.* Any contract for services which involves any City funds and the total amount of the contract is fifteen thousand dollars ($15,000.00) or more. Burlington School Department contracts shall not be considered government funded projects under this article.

(c) *Union deterrence services.* Services provided by a contractor, subcontractor or vendor that are not restricted to advice concerning what activities by an employer are prohibited and permitted by applicable laws and regulations, but extend beyond such legal advice to encouraging an employer to do any of the following:

1) Hold captive audience, (i.e., mandatory) meetings with employees encouraging employees to vote against the union;

2) Have supervisors force workers to meet individually with them to discuss the union;

3) Imply to employees, whether through written or oral communication, that their employer may have to shut down or lay people off if the union wins the election;

4) Discipline or fire workers for union activity;

5) Train managers on how to dissuade employees from supporting the union.

(d) *Substantial portion of income.* For the purposes of this article, substantial portion of income shall mean greater than ten (10) percent of annual gross revenues or one hundred thousand dollars ($100,000.00), whichever is less.

(Ord. of 3-27-06/4-26-06)

21-102 Implementation.

(a) No contract for a government funded project shall be let to any contractor, subcontractor, or vendor who

1) Advises or has advised an employer to conduct any illegal activity in its dealings with a union.

2) Advertises union deterrence services as specialty services;

3) Earns a substantial portion of its income by providing union deterrence services to other companies in order to defeat union organizing efforts.

(b) Prior to the commencement of work on a government funded project a contractor, subcontractor or vendor shall provide written certification that it has not advised the conduct of any illegal activity, it does not currently, nor will it over the life of the contract provide union deterrence services in violation of this article.

(Ord. of 3-27-06/4-26-06)

21-103 Enforcement.

(a) Any contractor, subcontractor or vendor who files false or materially misleading information in connection with an application, certification or request for information pursuant to the provisions of this article or provided union deterrence services during the life of a contract for a government funded project shall be deemed to be in violation of this article.

(b) The City of Burlington shall have the right to modify, terminate and or seek specific performance of any contract for a government funded project if the contractor, subcontractor or vendor has not complied with this article.

(Ord. of 3-27-06/4-26-06)

21-104—21-110 Reserved.

June to November 2024 GMT Board Roadmap: Responding to Fiscal Cliff and Legislative Plan

Clayton Clark, General Manager

Green Mountain Transit

Overview of Board Activities

- Focus is board actions necessary June to November
- Cost Reductions: service and non-service
- Urban and Rural question
- Legislative plan
- Future considerations

Pause to Recognize the Moment

- No additional funds from feds
- No additional funds from state
- We control fares and what we spend/cut
- We influence municipal assessments

Pause to Recognize the Moment

- Waiting to act in the hopes of improved financial circumstances is no longer an option
- Board focus needs to be on existential survival, and that means successfully navigating over the fiscal cliff
- August break not appropriate for this year

Cost Reductions: Years and Considerations

- FY25, FY26, FY27 service reductions
- FY25 non-service reductions
- Driver bids going into effect August, February, and June, with bid process starting 3 months prior
- Draft assessments due to municipalities in November/December
- Municipal assessments collected in July

FY25 Service Reductions Considerations

- $1 saved in FY25 is $3 saved over FY25-27
- Board will need to decide whether willing to decrease FY25 service level with existing FY25 assessments
- FY25 assessments due from municipalities in July 2024
- FY25 reductions should be identified prior to legislative plan due November 2024

FY25 Service Reductions Roadmap

- Board comes to agreement on willingness to change FY25 service in light of FY25 assessments at June 2024 meeting
- Board establishes FY25 savings target at July 2024 meeting
- Staff presents draft reduction plan at August 2024 meeting
- Staff conducts FY25 and FY26 public hearings on reductions in September 2024
- Board approves FY25 reductions at October 2024 meeting
- FY25 reductions implemented in February 2025 driver bid

FY26 Service Reductions Considerations

- $1 saved in FY26 is $2 saved over FY25-27
- FY26 reductions should be identified prior to FY26 assessments for municipalities, due November/December 2024
- FY26 reductions must be identified prior to legislative plan due November 2024
- Reserves depleted

FY26 Service Reductions Roadmap

- Board establishes FY26 savings target at July 2024 meeting
- Staff presents draft reduction plan at August 2024 meeting
- Staff conducts FY25 and FY26 public hearings on reductions in September 2024
- Board approves FY26 reductions at October 2024 meeting
- Service reductions implemented with June 2025 Bid

FY25 Non-Service Reductions

- Non-service savings should be identified prior to legislative plan due November 2024
- Review “new” added cost drivers, with recommendations presented September 2024 to Finance and Board:
  - Additional operating costs for electric battery buses
  - Additional operating costs for transit centers
- Assess urban subsidization of rural
- Review of administration positions

Urban and Rural Considerations

- Recommendation on structure part of legislative plan due November 2024
- Organization Assessment has identified this as the central problem to resolve
- Note: VTrans can choose who it awards rural funds to without statutory change

Urban and Rural Roadmap

- GMT/VTrans meets with adjacent providers May 2024
- GMT/VTrans/Consultants study transfers June-August 2024
- Feedback from staff June-August 2024 meetings
- Finance Committee considers financial reviews of service transfers September 2024
- Staff prepares draft urban/rural plan for September 2024 meeting
- Board adopts urban/rural plan at October 2024 meeting

Urban Municipal Special Assessment Considerations

- GMT has statutory authority to issue a special assessment to urban members, although 100% of the legislative bodies must approve
- Failure to ask municipalities for additional funds a liability with legislature
- November 2024 legislative plan should include that GMT will ask members for FY26 Special Assessment

Urban Municipal Special Assessment Roadmap

- Staff to present Finance Committee draft FY26 Special Assessment at September 2024 meeting
- Board approve FY26 Special Assessment request at October 2024 meeting
- Staff deliver FY26 Special Assessment request with our normal draft assessment in November 2024

Legislative Plan Considerations

- Condition of accepting $630K in FY25
- Draft Due November 15, 2024
- Final Due February 1, 2024
- Service transitions would require a 3-year cost and revenue plan

Legislative Plan Roadmap

- Review drafts August and September 2024 meetings
- Approve at October Meeting
- Could reschedule November meeting before November 15

Board Meeting Outline

Green Mountain Transit

June 2024

- Determine willingness to reduce service in FY25 after issuing assessments (Finance and Board)
- Staff input on urban/rural (Board)

July 2024

- Board establishes FY25 service savings target (Finance and Board)
- Board establishes FY26 service savings target (Finance and Board)
- Staff input on urban/rural (Board)

August 2024

- Board adopts draft FY25 service reduction plan (Board)
- Board adopts draft FY26 service reduction plan (Board)
- Staff input on urban/rural (Board)
- First review of legislative plan (Board)

September 2024

- Financial review of transferring rural service (Finance and Board)
- Board reviews draft urban/rural plan (Board)
- Board reviews FY25 non-service reductions that would require board input (Finance and Board)
- Draft FY26 Special Assessment (Finance)
- Second review of legislative plan (Board)

October 2024

- Approve FY25 Service Reductions (Board)
- Approve FY26 Service Reductions (Board)
- Adopt urban/rural plan (Board)
- Approve FY26 Special Assessment (Finance and Board)
- Approve legislative plan (Board)

November 2024

- Happy Thanksgiving… Consider taking the month off
- Also consider moving meeting earlier in the month in advance of legislative plan deadline on 11/15/24

Beyond October Considerations

Green Mountain Transit

Urban Municipal Assessment Considerations

- GMT lacks a definitive and understandable methodology to justify assessments
- Lack of specificity in municipal assessments undermines municipal partnerships
- Lack of specificity during a period of service reductions will amplify mistrust of GMT by municipal partners
- Anticipate a difficult process

Urban Municipal Assessment Roadmap

- Not enough time to implement assessment reform prior to FY26 draft assessments due in November 2024
- November 2024 legislative plan should include plan to reform assessments prior to issuing FY27 draft assessments
- New assessment methodology needs to be approved by 75% of urban member legislative bodies by November 2025

Fare Adjustments

- GMT FY26 Budget to be approved January/February 2025
- Staff will have 7 months fare data to evaluate if we are meeting fare revenue target
- Consider historical fare revenue portion of revenue and determine if 10% is too low
- Prepare for fare adjustments process beginning in January 2025 if revenue targets not met, with expectation to implement by July 2025
- November 2024 legislative plan should include that we will be assessing fare levels and revenue

ADA/Microtransit

- GMT studying whether new ADA contract, which will begin FY26 on July 1, 2025, should be for ADA/microtransit within the same geographic boundaries
- Microtransit has broader appeal than fixed route, so anticipate additional support from VTrans/Legislature
- If appropriate, microtransit may allow for cost savings by reducing the time fixed route transit operates (late nights, early mornings)
- May mitigate impact of fixed route reductions to riders

MyRide

- MTI funding of local match to end after FY25
- GMT would need to find 10% local match (~$100K) to continue service in FY26, assuming VTrans willing to provide other 10% of local match (it is an 80/20 service)
- Montpelier and Berlin not contributing to MyRide in FY25

FY27 Service Reductions Considerations

- $1 saved in FY26 is $1 saved over FY25-27
- FY27 reductions must be identified prior to FY27 assessments for municipalities, due November/December 2025

FY27 Service Reductions Roadmap

- Staff prepares data necessary for reduction review in June 2025
- Board establishes FY27 savings target at June 2025 meeting
- Staff prepares draft reduction plan to present at July 2025 meeting
- Staff conducts public meetings in September 2025
- Board approves FY27 reductions at October 2025 meeting
- Service reductions implemented with June 2026 Bid