



Board of Finance

Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category	2. Public Forum
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	3.2. March 10, 2025 Board of Finance Minutes - C/T
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes
Subject	3.3. Regular Schedule of Meetings of the Board of Finance and City Council through January 5, 2026 - C/T
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	to approve the above list of meetings through January 5, 2026
Subject	3.4. To authorize the Director of Aviation to execute a contract with Engelberth Construction Inc. (Engelberth) for the Design-Build Contract for the TSA Break

Room/Locker Room and Small New Office in the South Terminal adjacent to the TSA passenger processing area - Airport

Meeting March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action to authorize the Director of Aviation to execute a contract with Engelberth Construction Inc. for the Design-Build Contract for the TSA Break Room, Locker Room and Small New Office Area in the South Terminal adjacent to the TSA passenger processing area in the amount of \$253,225.00 with a contingency of 15% for the total amount of \$291,209.00, upon final approval by the Office of the City Attorney

Subject 3.5. CVOEO Fair Housing Month Sponsorship 2025 - REIB

Meeting March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Racial Equity, Inclusion, & Belonging (REIB)

Type Action (Consent)

Recommended Action to approve and authorize the Interim Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a grant of City Racism as a Public Health Emergency Funds to CVOEO to support Fair Housing Month programming for a total authorized grant amount of \$1,000

Subject 3.6. Request for Authorization to Sign a Lease Agreement with Kestrel Coffee Roasters, LLC - Airport

Meeting March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action "To approve and recommend to the City Council the authorization of the Mayor of the City of Burlington, at the recommendation of the Director of Aviation, to execute the Concessions Lease Agreement between Kestrel Coffee Roasters, LLC and Patrick Leahy Burlington International Airport, subject to final review and approval of the City Attorney's Office.

"To recommend that the City Council authorize the Director of Aviation to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the transactions contemplated hereby, and to authorize the Mayor to execute minor amendments to the Lease Agreement, approved as to form by the City Attorney, without further action from the City Council should the need arise in the future."

Subject	3.7. 2nd tranche of BED FEMA Grant for July 2023 flooding damage - BED
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the BED General Manager or their designee to accept and execute financial report forms for State of Vermont Public Assistance Grant #02140-84720-026 in a total amount not to exceed \$2,000,000 to reimburse BED for 90% of dam replacement expenses resulting from severe flooding in July 2023
Subject	3.8. Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding - BPRW/DPI
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve disbursement of \$180,000 in Conservation Legacy Fund monies via grant awards to Vermont Youth Conservation Corps (\$30,000), Vermont Garden Network (\$75,125), Intervale Center (\$39,375), and Burlington Wildways (\$35,500) as recommended by the Conservation Board and Parks Commission
Subject	3.9. To authorize the Director of Aviation to execute a Contract with Engineers Construction Inc. (ECI) for the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements Project and to sign an amendment to the Military Air National Guard Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for reimbursement of construction work costs associated with the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvement Project based on the bid received - Airport
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	1. "To approve and recommend to the City of Burlington City Council to authorize the Director of Aviation to execute a contract with Engineers Construction Inc. (ECI) for the construction of the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements in the amount of \$1,492,815.00 with a contingency of 15% for the total amount of \$1,716,737.00, upon approval by the Office of the City Attorney."

2. "To approve and recommend to the City of Burlington City Council to authorize the Director of Aviation to execute an amendment to the Military ANG Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for construction work costs associated with the VTANG Aircraft System Drainage Improvements based on the bid price received, upon approval by the Office of the City Attorney."

Subject	3.10. Great Streets Main Street - Sewer Budget - DPW
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the contract, subject to City Attorney review and approval, with S.D. Ireland Brothers Corporation in the amount of \$33,791 bringing the total contract value up to \$26,543,720.62, and increase the previously authorized contingency funds by \$32,541 bringing the total to \$2,628,795.83 in contingency funds to be available to use toward any necessary future contract amendments needed to accomplish the construction work herein contemplated, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount not to exceed \$29,172,516 for the development of the design of the Great Streets Main Street project. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses in FY25 and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

Subject	3.11. Reclassification of Associate City Clerk - C/T
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the reclassification of the Associate City Clerk, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position

4. Deliberative Agenda

Subject	4.1. CY25 Paving Contract - Authorization to Award - DPW
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda

Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY25 paving project budget, in the amount of \$1,419,423.75, with an additional \$170,330.85 in contingency funds, equaling a total authorized expenditure of \$1,589,754.60 for the projected construction costs to complete the CY25 Paving project. 2. To approve and recommend the City Council authorize the Director of Public Works, or their designee, to execute a construction contract with S.D. Ireland Brothers Corporation. for the CY25 Paving project in the amount of \$1,419,423.75, with an additional \$170,330.85 in contingency funds, equaling a total authorized expenditure of \$1,589,754.60, subject to the final review and approval by the Office of the City Attorney.
Subject	4.2. Allocation Of Bond Proceeds For Public Improvements - Rock Point Bridge Project - C/T
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	move to approve and recommend that the City Council approve the attached resolution authorizing the Mayor's Office, Chief Administrative Officer, or the City's Assistant Director of Finance to execute the reallocation of the identified Series 2019A bond proceeds, not to exceed \$200,000.00, to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney's Office
Subject	4.3. Rock Point Bridge - Authorization to Amend Construction Contract and Proposed Budget Amendment - DPW
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments to amend the project budget to total \$1,419,128.84 for the Rock Point Bridge Replacement Project. 2. To approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to amend an existing construction contract with Desroches Construction Services in the new maximum limiting amount of \$1,164,315.35

Subject	4.4. Budget Authorization for Phase 1 of the Public Health & Safety Building Project - C/T
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	move to approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and transfer of fund in the amount of \$200,000 from Bond Series 2023A in order to establish a project budget for Phase 1 of the Public Health & Safety Building

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	March 24, 2025 - Board of Finance Meeting - Monday, March 24, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
March 10, 2025**

1. Agenda

1. Agenda

Start time; 5:27 pm

Members present: Ben Traverse (on line); Emma Mulvaney-Stanak, Sarah Carpenter, Joe Kane, Mark Barlow

Others present: Katherine Schad, Brad Kukenberger, Chapin Spencer, Lynn Reagan, Tim Clancy, Tim Williams, Brian Pine, Jackie Esperti

Subject	1.1. Motion to adopt agenda
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Meeting	March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
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Category	1. Agenda
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Department	Council and Board
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Type	Action Procedural
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Recommended Action	Motion to adopt agenda
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1.1. Motion to adopt agenda

Motion made by Councilor Barlow, seconded by Councilor Carpenter to adopt the agenda as presented. Motion passed unanimously,

2. Public Forum

2. Public Forum

Subject	2.1. Verbal Comments
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Meeting	March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
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Category	2. Public Forum
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Department	Council and Board
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Type	Action Procedural
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2.1. Verbal Comments

Sharon Bushor

3. Consent Agenda

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
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Meeting March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category	3. Consent Agenda
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Department	Council and Board
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Type	Action (Consent)
Procedural	

Recommended Action	Motion to adopt the consent agenda and take the actions indicated
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3.1. Motion to adopt the consent agenda and take the actions indicated

Motion made by Councilor Barlow, seconded by Councilor Carpenter to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

Subject **3.2. February 18, 2025 Board of Finance Meeting Minutes, Draft - C/T**

Meeting March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category	3. Consent Agenda
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Department Clerk/Treasurer's Office

Type	Action (Consent)
	Communication
	Information
	Minutes

Recommended Action	approve the minutes
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3.2. February 18, 2025 Board of Finance Meeting Minutes, Draft - C/T

Subject **3.3. Parking Garage Security Contract Extension through FY25 - DPW - Division of Parking and Traffic**

Meeting	March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
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Category	3. Consent Agenda
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Department Public Works Department

Type	Action (Consent)
Recommended Action	to approve and recommend that City Council authorize the Director of Public Works to execute an amendment to the FY24-25 contract with Green Mountain Concert Services for security services at the Marketplace Garage and Downtown Garage, extending the contract through September 30, 2025 for up to an additional \$115,000 in authorized expenditure, for a total authorized contract value not to exceed \$395,000, subject to review and approval by the City Attorney's Office and approval by the Chief Administrative Office for compliance with the City's procurement and expenditure policies

3.3. Parking Garage Security Contract Extension through FY25 - DPW - Division of Parking and Traffic

Subject	3.4. Authorization to Amend Project Budget for East Avenue Traffic Calming - DPW
Meeting	March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	1. To authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and transfers of funds which result in an increase of the project budget by \$28,857.40 and a total contract amount of \$425,177.50. 2. To authorize the Director of Public Works to execute Change Order #1, increasing the East Avenue Traffic Calming construction contract amount from \$360,291 to \$425,177.50.

3.4. Authorization to Amend Project Budget for East Avenue Traffic Calming - DPW

Subject	3.5. FY24 City of Burlington TIF District Reports to the Vermont Economic Progress Council (VEPC) - C/T
Meeting	March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	Motion: To accept the staff report. (No further action is required by the Board of Finance or City Council. State law merely requires presentation of this information to you.)

3.5. FY24 City of Burlington TIF District Reports to the Vermont Economic Progress Council (VEPC) - C/T

4. Deliberative Agenda

4. Deliberative Agenda

Subject **4.1. Creation of Limited Service Interim Chief of Police Position - Mayor's Office**

Meeting March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Mayor's Office

Type Action

Recommended Action to approve and recommend that City Council approve the hiring of Shawn Burke and creation of an Interim Chief of Police, a Limited Service, Non-union, Full-time, Exempt position

4.1. Creation of Limited Service Interim Chief of Police Position - Mayor's Office

Motion made by Councilor Carpenter, seconded by Councilor Kane, to approve and recommend that City Council approve the hiring of Shawn Burke and creation of an Interim Chief of Police, a Limited Service, Non-union, Full-time, Exempt position. Motion passed unanimously.

Subject **4.2. Creation of one new CEDO position within the CJC - CEDO/CJC/HR**

Meeting March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Community & Economic Development Office (CEDO)

Type Action

Recommended Action to approve and recommend that the City Council approve the creation of a second Reentry Coordinator position within CEDO, a Regular Service, Full-time, Union, Grade 16, position

4.2. Creation of one new CEDO position within the CJC - CEDO/CJC/HR

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve and recommend that the City Council approve the creation of a second Reentry Coordinator position within CEDO, a Regular Service, Full-time, Union, Grade 16, position. Motion passed unanimously.

Subject **4.3. Acceptance And Approval Of The FY2024 Audit - C/T**

Meeting March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Resolution
Action

Recommended Action move to recommend that the City Council adopt the attached resolution related to the FY24 Audit

4.3. Acceptance And Approval Of The FY2024 Audit - C/T

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to move to recommend that the City Council adopt the attached resolution related to the FY24 Audit. Motion passed unanimously.

5. Adjournment

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	March 10, 2025 - Board of Finance Meeting - Monday, March 10, 2025, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn
5.1. Motion to adjourn	
Meeting was adjourned at 5:57 pm.	



OFFICE OF THE CLERK/TREASURER

City of Burlington _____

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

TO: Board of Finance and City Council

FROM: Lori Olberg, Licensing and Records Coordinator

DATE: March 24, 2025

RE: Regular Schedule of Meetings of the Board of Finance and City Council through January 5, 2026

Board of Finance: Monday, May 12; City Council: Monday, May 12

Board of Finance: Monday, May 19; City Council: Monday, May 19

Board of Finance: Monday, June 2; City Council: Monday, June 2

Board of Finance: Monday, June 16; City Council: Monday, June 16

Board of Finance: Monday, June 23; City Council: Monday, June 23

Board of Finance: Monday, July 14; City Council: Monday, July 14

Board of Finance: Monday, August 4; City Council: Monday, August 4

Board of Finance: Monday, August 25; City Council: Monday, August 25

Board of Finance: Monday, September 8; City Council: Monday, September 8

Board of Finance: Monday, September 29; City Council: Monday, September 29

Board of Finance: Monday, October 6; City Council: Monday, October 6

Board of Finance: Tuesday, October 21; City Council: Tuesday, October 21

Board of Finance: Monday, November 3; City Council: Monday, November 3

Board of Finance: Monday, November 17; City Council: Monday, November 17

Board of Finance: Monday, December 1; City Council: Monday, December 1

Board of Finance: Monday, December 15; City Council: Monday, December 15

Board of Finance: Monday, January 5, 2026; City Council: Monday, January 5, 2026

Board of Finance Motion: to approve the above list of meetings through January 5, 2026

City Council Motion: to approve the above list of meetings through January 5, 2026



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

TO: Board of Finance and City Council

FROM: Lori Olberg, Licensing and Records Coordinator

DATE: March 24, 2025

RE: Regular Schedule of Meetings of the Board of Finance and City Council through January 5, 2026

Board of Finance: Monday, May 12; City Council: Monday, May 12

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Board of Finance: Monday, June 16; City Council: Monday, June 16

Board of Finance: Monday, June 23; City Council: Monday, June 23

Board of Finance: Monday, July 14; City Council: Monday, July 14

Board of Finance: Monday, August 4; City Council: Monday, August 4

Board of Finance: Monday, August 25; City Council: Monday, August 25

Board of Finance: Monday, September 8; City Council: Monday, September 8

Board of Finance: Monday, September 29; City Council: Monday, September 29

Board of Finance: Monday, October 6; City Council: Monday, October 6

Board of Finance: Monday, October 20; City Council: Monday, October 20

Board of Finance: Monday, November 3; City Council: Monday, November 3

Board of Finance: Monday, November 17; City Council: Monday, November 17

Board of Finance: Monday, December 1; City Council: Monday, December 1

Board of Finance: Monday, December 15; City Council: Monday, December 15

Board of Finance: Monday, January 5, 2026; City Council: Monday, January 5, 2026

Board of Finance Motion: to approve the above list of meetings through January 5, 2026

City Council Motion: to approve the above list of meetings through January 5, 2026

TO: City of Burlington, Board of Finance

FROM: Patrick Leahy Burlington International Airport

Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering and Sustainability

DATE: March 24, 2025

SUBJECT: To authorize the Director of Aviation, to execute a contract with Engelberth Construction Inc. (Engelberth) for the Design-Build Contract for the TSA Break Room/ Locker Room and Small New Office in the South Terminal adjacent to the TSA passenger processing area.

REQUEST

The Patrick Leahy Burlington International Airport (“Leahy BTV”) seeks approval and authorization to:

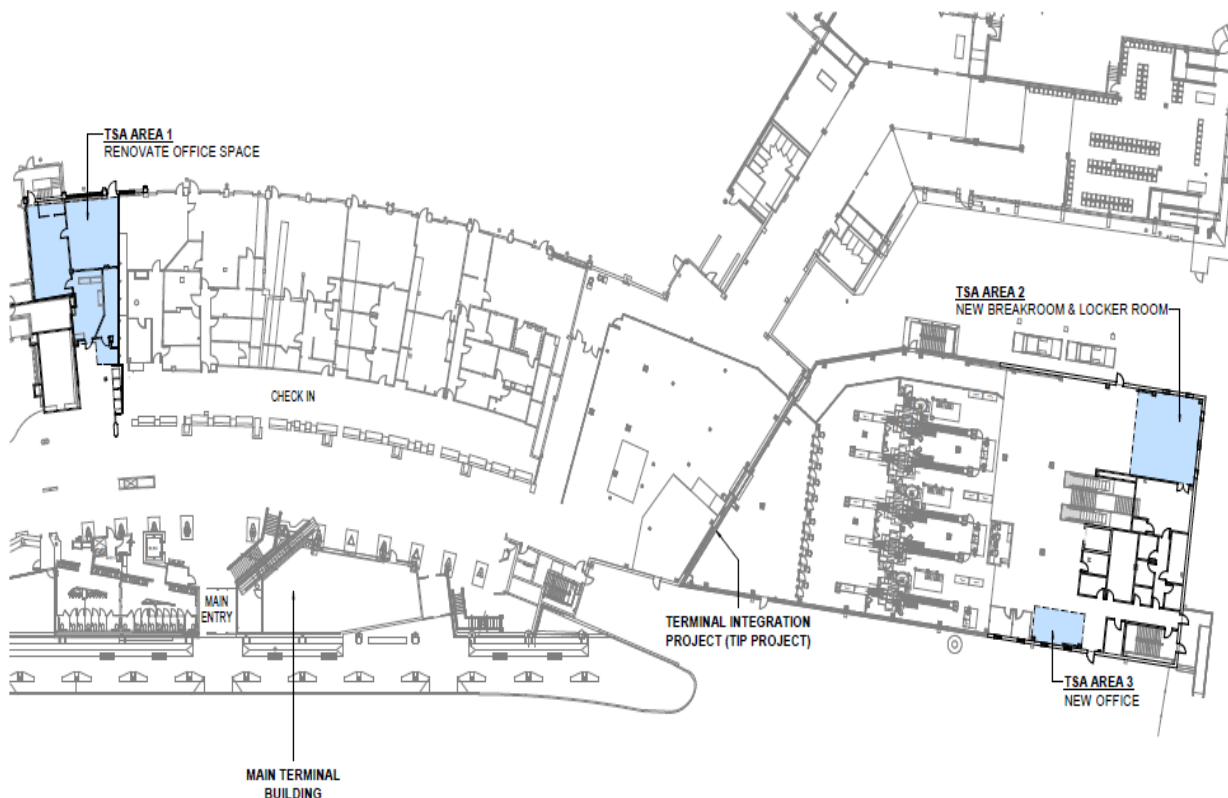
Execute a contract with Engelberth Construction Inc. (Engelberth) for the Design-Build Contract for the TSA Break Room, Locker Room and Small New Office Area in the South Terminal adjacent to the TSA passenger processing area.

EXECUTIVE SUMMARY

The project was bid as a Design-Build contract. At the time of bidding this project consisted of an interior renovation of approximately 2,586 SF of existing and future use TSA office space located on the first floor of the airport terminal building. **Area one** is the current TSA office suite located north of the check in area. The existing breakroom will be converted into offices, and the suite will grow to the west into the existing vending machine lobby. The kitchen area will be demolished and all new finishes provided throughout the suite. **Area two** is the new breakroom and locker room. This will be located in the southwest corner of the recently completed Terminal Integration Project (TIP). Currently it is an open area with limited seating. New plumbing connections will be required. **Area three** is a small new office also located in the TIP on the southwest side. Currently it is unused space. This will provide security, IT, power, and data systems per the TSA document

the airport provided and provide new LED light fixtures as shown to coordinate with the new wall configurations. The project is an interior renovation and nonstructural requirements are expected; minor roof work may be required for venting.

At this time, we are moving forward with **Area's two and three**. At a future date, after further communication and lease negotiation with the TSA, we will move forward and request approvals for **Area one**.



BENEFITS ANTICIPATED:

This space will be leased to the TSA and replace old space that will be used for other functions in the future. This project is creating additional rentable space within the Terminal which will increase terminal revenues.

PROJECT APPROACH

Airport staff responded to the TSA's request for new space by engaging Freeman, French and Freeman Architects to prepare architectural and engineering plans to a certain level where this project could be bid as a Design-Build contract by qualified contractors. The project was advertised and bid with Engelberth being the selected contractor at the bid price of \$253,225.00 for the Design-Build contract. Engelberth was the sole responder of this renovation project, and after review of the bid, met all required specifications and qualifications to perform this work.

FUNDING SOURCES

The Airport's approved Fiscal Year 2025 capital budget included this project.

PROPOSED MOTION:

Board of Finance:

"To authorize the Director of Aviation to execute a contract with Engelberth Construction Inc. for the Design-Build Contract for the TSA Break Room, Locker Room and Small New Office Area in the South Terminal adjacent to the TSA passenger processing area in the amount of \$253,225.00 with a contingency of 15% for the total amount of \$291,209.00, upon final approval by the Office of the City Attorney."

Board of Finance and City Council Submission Checklist

Department: Airport Submitter: Nicolas Longo

Title/Subject: Request to Sign Construction Agreement for Construction for TSA

	Approval:	Meeting Date:
☒	Board of Finance	3/24/2025
☐	City Council	Click or tap to enter a date.
☐	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/5/2025	Nicolas Longo
Mayor's Office informed and approved memo	Yes	3/18/2025	E. Jacobsen
Board/Commission, if required	Yes	3/5/2025	Airport Commission
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	3/19/2025	E. Ramakrishnan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/19/2025	E. Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.



MEMORANDUM

Date: March 24, 2025
To: Board of Finance

From: Christian Berry, Interim Director of Racial Equity, Inclusion, and Belonging
CC: Katherine Schad, Chief Administrative Officer

Re: CVOEO Fair Housing Month Sponsorship 2025

Request

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute a sponsorship agreement subject to review of the City Attorney's Office, granting City funds as follows: \$1,000 to Champlain Valley Office of Economic Opportunity (CVOEO) in support of Fair Housing Month events.

Background

The City's Community and Economic Development Office (CEDO) invited the REIB to contribute \$1,000 toward Fair Housing Month, matching CEDO's own \$1,000 commitment. With both departments contributing, the City's total support for these vital initiatives would amount to \$2,000.

The REIB Office is committed to continuing its sponsorship of CVOEO's Fair Housing Month, reinforcing our shared dedication to fostering equitable and inclusive communities. This sponsorship supports CVOEO's April initiatives commemorating the 1968 Fair Housing Act, including educational programs, public discussions, virtual panels, and art events that raise awareness about housing discrimination in Vermont.

Funding for Project

CVOEO's grant from the REIB is \$1,000 and is included in REIB's FY25 Racism as a Public Health Emergency GL.

Department Contact



If you have any questions, please contact Christian Berry, Interim Director of Racial Equity, Inclusion, and Belonging at cberry@burlingtonvt.gov.

Motions

The Office of Racial Equity, Inclusion, and Belonging requests the Board of Finance approve the following motions:

1. To approve and authorize the Interim Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a grant of City Racism as a Public Health Emergency Funds to CVOEO to support Fair Housing Month programming for a total authorized grant amount of \$1,000.

Board of Finance and City Council Submission Checklist

Department: REIB Submitter: Christian Berry, Interim Director

Title/Subject: CVOEO Fair Housing Month Sponsorship 2025

	Approval:	Meeting Date:
☐	Board of Finance	
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/14/2025	Department Head initiated
Mayor's Office informed and approved memo	Yes	3/19/2025	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/19/2025	Emmett Wood
CAO has reviewed budget, financing, and memo	Yes	3/19/2025	Katherine Shad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

To: City of Burlington, Board of Finance
City of Burlington, City Council

From: Nic Longo, Director of Aviation
Jeffrey Bartley, Director of Innovation & Marketing

Date: March 24, 2025

Subject: Request for Authorization to Sign a Lease Agreement with Kestrel Coffee Roasters, LLC.

REQUEST

The Patrick Leahy Burlington International Airport ("Airport") seeks Board of Finance approval and City Council authorization to enter into a ten (10) year lease, with one (1) option for a three (3) year extension for concessionaire services with Kestrel Coffee Roasters, LLC ("Kestrel").

SUMMARY

As our airport continues to grow, we constantly try to find ways to improve the experience for our passengers and guests. One of, if not the most consistent piece of feedback we hear from our passengers is for increased food, drink and coffee options. We agree, which is why we put together a Request for Proposal (RFP) to solicit concessionaires (food or hard goods.) Three bids we received. After the scoring process, one concession, Kestrel Coffee, was selected.

ABOUT KESTREL COFFEE AND THE OWNERS

The following is pulled from the Introduction from Kestrel Coffee Roasters' proposal.

"We started Kestrel with the intention of bringing better coffee– both the cup of coffee and the experience– to more people. We can't think of a better way to do that than to open the fourth Kestrel location at Leahy BTV. Having successfully opened and operated three cafes since 2018, we know what it takes to create a sustainable business and to continue meeting the needs of our customers. We know how to hone in on the unique needs and preferences of customers at each location. The procedures and systems we have in place are repeatable and scalable. We have a dedicated, growing team, and exceptionally high standards for hospitality. We were recipients of the "Best New Business Award" from the Lake Champlain Regional Chamber of Commerce in 2019.

We are big believers in giving back. We donate to countless local nonprofits, schools, and youth groups: drip coffee, raffle prizes, auction items, tours, our space, our platform, our time, and more. We believe that cafes bring people together and can truly change our community for the better.

Our biggest challenge will be the same challenge we've been faced with over the past couple of years: staffing. We're confident in our ability to create a stellar team for this fourth [Airport] location as we've gotten better at hiring, training, and creating growth opportunities for our team.

We often talk about being "small but mighty" because our namesake, the American Kestrel, is the smallest falcon and is known for its incredible speed and agility. The opportunities for "taking flight" are not lost on us: our 5 year anniversary blend was called "Frequent Flyer" and our signature espresso is called "Faster Than Light". And yes— you've already seen us at the airport: we've been advertisers since fall of 2023. We're ready to spread our wings and take flight once again!

Charlotte & Johnny Steverson, co-owners of Kestrel Coffee Roasters, met in 2011 at Blue Hill at Stone Barns, a farm-to-table restaurant, in Pocantico Hills, NY.

It had always been a dream of theirs to one day open a coffee shop together. So, in 2017, Charlotte & Johnny decided to move to Vermont and do just that! They opened Kestrel Coffee Roasters in July of 2018. With an intense love of food, and a deep appreciation of great service and hospitality, Charlotte & Johnny, and their dedicated team, are excited to make your coffee experience better. "

This new Kestrel Coffee Roasters at Leahy BTV will bring the passion and vision of the company to the Airport, serving high quality coffee, pastries, and light fare, throughout the entire operational day, serving before the first flight until after the last flight departs!

LEASE TERMS

The proposed lease is for an initial five (5) years with two (2) extension options for a three (3) years each; this is a standard lease term. This lease will cover an estimated 20x20 space on the 2nd floor of the consolidated security checkpoint. They will be located above the escalators. Designs are still in the works but we expect it to be open in within the third calendar quarter of 2025.

FINANCIALS

As part of the agreement, Leahy BTV will invest \$40,000 - \$50,000 to help outfit the location with the necessary water, sewage, and electricity. This is being completed as part of work to renovations in the TSA area on the 1st floor.

Calculation of Rent

Year	Percentage Fee	Minimum Guaranteed Rent	Bonus Percentage Fee if Gross Revenues Exceeds \$1.5 Million but are Less Than \$2 Million	Bonus Percentage Fee if Gross Revenues Exceeds \$2 Million
Year 1	Four Percent (4%) of Gross Revenues	N/A	N/A	N/A
Year 2	Six Percent (6%) of Gross Revenues	N/A	N/A	N/A
Year 3	Nine Percent (9%) of Gross Revenues*	\$61,220.64	Twelve Percent of (12%) the difference between Gross Revenues and the Projected Gross Revenues*	Thirteen Percent (13%) of the difference between Gross Revenues and the Projected Gross Revenues*
Year 4	Ten Percent (10%) of Gross Revenues	\$72,784.53		
Year 5		\$77,879.45		
Year 6 and all Years thereafter, if applicable		Seven Percent (7%) increase over the previous Year		

Airport Concessions Disadvantaged Business Enterprise (ACDBE) Eligibility

Kestrel Coffee Roasters is currently going through the ACDBE accreditation process, per state and federal regulations. The ACDBE program provides equal access for small airport concession businesses, that are owned by socially and economically disadvantaged individuals, to do business at ACDBE accredited airports. Kestrel's accreditation supports the Airport's business partnership goals in the terminal as part of the Disadvantaged Business Enterprise (DBE) Program which is reviewed and approved by FAA.

Proposed Motion:

Board of Finance Proposed Motions:

"To approve and recommend to the City Council the authorization of the Mayor of the City of Burlington, at the recommendation of the Director of Aviation, to execute the Concessions Lease Agreement between

Kestrel Coffee Roasters, LLC and Patrick Leahy Burlington International Airport, subject to final review and approval of the City Attorney's Office.

"To recommend that the City Council authorize the Director of Aviation to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the transactions contemplated hereby, and to authorize the Mayor to execute minor amendments to the Lease Agreement, approved as to form by the City Attorney, without further action from the City Council should the need arise in the future."

City Council Proposed Motions:

"To authorize the Mayor of the City of Burlington, at the recommendation of the Director of Aviation, to execute the Concessions Lease Agreement between Kestrel Coffee Roasters, LLC and Patrick Leahy Burlington International Airport, subject to final review and approval of the City Attorney's Office.

"To authorize the Director of Aviation to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the transactions contemplated hereby, and to authorize the Mayor to execute minor amendments to the Lease Agreement, approved as to form by the City Attorney, without further action from the City Council should the need arise in the future."

Board of Finance and City Council Submission Checklist

Department: Airport Submitter: Nicolas Longo

Title/Subject: Request to Sign Concession Lease with Kestrel Coffee Roasters

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/1/2025	N. Longo
Mayor's Office informed and approved memo	Yes	3/18/2025	E. Jacobsen
Board/Commission, if required	Yes	3/4/2025	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	3/19/2025	E. Ramakrishnan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/19/2025	E. Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Board of Finance



MEMORANDUM

To: Burlington Board of Finance
Burlington City Council

From: Darren Springer, General Manager
Emily Stebbins-Wheelock, CFO and Manager of Strategy & Innovation

Date: March 24, 2025

Subject: 2nd tranche of BED FEMA Grant for July 2023 flooding damage

Burlington Electric Department (BED) respectfully requests that the Board of Finance and City Council approve BED's acceptance of additional State of Vermont Public Assistance Grant funds for reimbursement of expenses incurred related to DR-4720-VT, the July 2023 flooding disaster, which affected BED's Winooski One hydro facility.

BED is seeking Board of Finance and City Council approval to accept an amount not to exceed \$2,000,000 related to expenses of replacing the large rubber dam at Winooski One. (In October, 2024, the Board of Finance approved BED's acceptance of a first tranche of funding not to exceed \$75,000 for debris cleanup, fence and flashboarding replacement, roof membrane replacement, and temporary repairs to the rubber dam.) The dam has now been replaced and the facility is fully operational. Some work, however, could not be completed before river flows rose with spring snowmelt so the project will not be fully completed until this summer/early fall. FEMA assistance funds will cover 90% of the expenditures; BED has covered the 10% match from its operating funds. The Vermont Department of Public Safety will process partial reimbursements pending project completion. Please see the attached financial report form for the first partial payment. The grant agreement was reviewed and approved by the City Attorney's Office in October, 2024.

Please do not hesitate to contact us with any questions.

Board of Finance Motion: To approve and recommend that the City Council approve and authorize the BED General Manager or their designee to accept and execute financial report forms for State of Vermont Public Assistance Grant #02140-84720-026 in a total amount not to exceed \$2,000,000 to reimburse BED for 90% of dam replacement expenses resulting from severe flooding in July 2023.

City Council Motion: To approve and authorize the BED General Manager or their designee to accept and execute financial report forms for State of Vermont Public Assistance Grant #02140-84720-026 in a total amount not to exceed \$2,000,000 to reimburse BED for 90% of dam replacement expenses resulting from severe flooding in July 2023.

Burlington Electric Department
585 Pine Street Burlington, VT 05401
burlingtonelectric.com
Phone 802.658.0300



DEPARTMENT OF PUBLIC SAFETY
FINANCIAL REPORT FORM

INV #84720-026-RPT5

1. SUBAWARD NAME Public Assistance		2. SUBAWARD NUMBER 02140-84720-026		Report 5	
3. IF THIS IS A CORRECTED REPORT, ENTER THE ORIGINAL DATE OF THE REPORT BEING CORRECTED.			3a. ORIGINAL DATE	4. MATCH REQUIRED 10%	☐ FINAL
5. FEDERAL TAX ID NUMBER 03-6000410		6. FUNDING/SUBGRANT PERIOD FROM: 7/14/2023 TO: 7/14/2027		7. REPORT PERIOD FROM: 7/14/2023 TO: 7/14/2027	
8. SUBRECIPIENT NAME AND ADDRESS Burlington Electric Department 585 Pine Street Burlington, VT 05401		9. PAYEE (WHERE CHECK IS TO BE SENT IF DIFFERENT FROM 8) Burlington Electric Department 585 Pine Street Burlington, VT 05401			
10. NAME OF CONTACT PERSON Emily Stebbins-Wheelock		11. TELEPHONE NUMBER 802-865-7466		12. EMAIL estebbins-wheelock@burlingtonelectric.com	
13A. SUBAWARD BUDGET CATEGORIES		13B. SUBAWARD BUDGET	13C. PRIOR EXPENDITURES	13D. CURRENT PERIOD EXPENDITURES	13E. SUBAWARD BALANCE
PERSONAL SERVICES:					
Salaries and Benefits		0.00			0.00
Contractual		0.00			0.00
Total Personal Services		0.00	0.00	0.00	0.00
OPERATING EXPENSE:					
Supplies		0.00			0.00
Travel		0.00			0.00
Equipment		0.00			0.00
Other		2,049,004.71	97,587.71	1,134,084.81	817,332.19
Indirect Cost		0.00			0.00
Total Operating Expense		2,049,004.71	97,587.71	1,134,084.81	817,332.19
Total Program		2,049,004.71	97,587.71	1,134,084.81	817,332.19
14A. FINANCIAL REPORT SECTION		14B. BUDGET	14C. PRIOR EXPENDITURES	14D. CURRENT PERIOD EXPENDITURES	14E. BALANCE
Recommended Match (To Meet Match Requirement)				113,408.48	
Non-Federal Share (Match)		194,367.49	8,982.89	215,476.11	(30,091.51)
Federal Share		1,854,637.22	88,604.82	918,608.70	847,423.70
GRANT PAYMENT NOW REQUESTED				918,608.70	
15. CERTIFICATION					
I certify to the best of my knowledge and belief the data included on this report are correct, all supporting documentation is on file and available for inspection, and that all outlays have been or will be made in accordance with the subaward conditions or other agreement, and that payment is due and has not been previously requested. I am aware that any false, fictitious, or fraudulent information may be subject to criminal, civil, or administrative penalties (U.S. Code, Title 18, Section 1001).		SIGNATURE OF SUBRECIPIENT AUTHORIZING OFFICIAL			DATE SUBMITTED
		TYPED OR PRINTED NAME AND TITLE			TELEPHONE NUMBER
DO NOT WRITE IN THIS SECTION. FOR DEPARTMENT OF PUBLIC SAFETY USE ONLY					
The Accounts Payable Office is authorized to process payment to this subrecipient.					
16. VENDOR ID/ ADDRESS 0000040096	17. ACCOUNT 550500	18. FUND 22005	19. DEPARTMENT ID 2140031000	20. CLASS 00001	21. PROJECT 84720-026
22. CFDA # 97.036					
DPS Signature Authority Approval:		Date:	Comment: PW-00745(0) 11/20/24 \$1,853,846.00 Large Project Partial Payment Based on Actuals Actual Costs - \$1,134,084.81 90% Federal Share - \$1,020,676.33 90% of the 90% Federal Share of the total project is \$918,608.70. VT DPS is authorized to issue 90% of the Federal share based on actuals while the project is completed by the applicant and closed by FEMA.		
DPS Financial Office Signature:		Date:			

ADM-116a - July 2020

Board of Finance and City Council Submission Checklist

Darren Springer, Emily Stebbins-

Department: BED Submitter: Wheelock

Title/Subject: State of Vermont Public Assistance (FEMA) Grants

	Approval:	Meeting Date:
☐	Board of Finance	
☐	City Council	
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/18/2025	Darren Springer
Mayor's Office informed and approved memo	Yes	3/18/2025	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	Click or tap to enter a date.	Approval/acceptance contingent on City Attorney review
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/18/2025	Jessica Brown
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	No	Contract approved by City Attorney's Office 11/6/24
Additional Materials, if necessary	Yes	Financial report form
Draft Resolution or Motion?	Yes	Motion in Memo
If for submission to Council, are sponsors identified?	Yes	Board of Finance



MEMO

Date: March 24, 2025

To: Board of Finance and City Council

From: Dan Cahill, City Land Steward & Scott Gustin, Principal Planner

RE: Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding

Request

Disburse monies from the Conservation Legacy Fund in the amount of \$180,000 for the award of four grants to Vermont Youth Conservation Corps, Vermont Garden Network, Intervale Center, and Burlington Wildways for local implementation of nature-based climate solutions.

Background

On December 17 and January 8 a review committee composed of Conservation Board members and a Parks Commission member met to review applications for the 2025 CLF NBS Grant. The committee reviewed applications from five organizations. The results of the review process and recommendations for funding by the committee are enumerated in the table below.

		Total Score	Request Amount	Award Amount	% of request awarded	Partial Funding Conditions
Vermont Garden Network		326	\$ 78,500.00	\$ 75,125.00	95.70%	Adjusted for spreadsheet discrepancy and then fully funded.
VYCC		319	\$ 30,000.00	\$ 30,000.00	100.00%	
Intervale Center		324.5	\$ 79,813.00	\$ 39,375.00	49.33%	Community Food \$20,858.61, Regenerative Land Stewardship \$9,254.74, Garden Expansion \$9261
Burlington Wildways		372.5	\$ 47,500.00	\$ 35,500.00	74.74%	Re-establishing Native Plants on the Landscape \$20,500, School-Based Tree Nurseries \$15,000
Total			\$306,030	\$180,000		



Conservation Board (CB) action from February 3, and Parks Commission (PC) action from February 11:

Both CB and PC unanimously approved the recommended slate and forwarded it to City Council.

Overview of Grant allocations

Vermont Community Garden Network

This proposal focuses on sustained implementation of VGN’s collective gardening project and seeks to establish a new “hub and spoke” management model (garden managers and volunteers or interns, respectively) to improve efficiencies of collective gardening across several sites. Additional community engagement workshops that support growing vegetables with companion education about pollinator gardens, edible landscapes, and specialty group plots are planned. Grant funding will also support rehabilitation of the teaching garden site at the Ethan Allen Homestead.

Vermont Youth Conservation Corps

This proposal will focus on trail improvements at Rock Point and Arms Forest. Priority will be given to replacement of the damaged boardwalk and puncheon at Rock Point. As time allows, informal trails within the network will be removed, and a new seasonally mobile puncheon may be constructed.

Intervale Center

This proposal includes expanded and improved community garden space within the Intervale. It also includes enhancement and expansion of agroforestry areas within the Intervale along the Winooski River corridor to improve resiliency to flooding impacts while continuing to provide a sustainable local food source. The proposal will also enhance regenerative land management strategies, such as converting marginal lands into bird and pollinator-friendly habitats, in order to support a climate resilient ecosystem that feeds people and supports wildlife.

Burlington Wildways

This proposal will continue and expand work to cultivate and give away for free native plant species to private and public land owners throughout our community. It will also provide a second public demonstration garden of native plants, likely in Oakledge Park (the first is located in Lakeview Cemetery). The proposal will also expand the existing program that grows native trees at several city schools to a fourth school – JJ Flynn Elementary. The trees are available for use onsite as well as offsite for environmental restoration projects.

Funding

In FY24, the City Council approved allocating 30% of the Conservation Legacy Fund to Nature-Based Climate Solutions grants. The table below shows the allocation in FY24 and FY25, with the balance remaining covering the \$180,000 in requests. Based on the timing of the programs, some of the expenses will be in FY26, and we will budget to use the fund balance to cover them.

	30% NBCS	Spent	Balance
FY24	\$ 168,427.20	\$ 19,424.00	\$ 149,003.20
FY25	\$ 168,994.80	\$ 132,636.00	\$ 36,358.80
		Total Balance	\$ 185,362.00



Attachment

- Grant applications for tentative awardees.

Board of Finance Motion

To approve and recommend that the City Council approve disbursement of \$180,000 in Conservation Legacy Fund monies via grant awards to Vermont Youth Conservation Corps (\$30,000), Vermont Garden Network (\$75,125), Intervale Center (\$39,375), and Burlington Wildways (\$35,500) as recommended by the Conservation Board and Parks Commission.

City Council Motion

To approve disbursement of \$180,000 in Conservation Legacy Fund monies via grant awards to Vermont Youth Conservation Corps (\$30,000), Vermont Garden Network (\$75,125), Intervale Center (\$39,375), and Burlington Wildways (\$35,500) as recommended by the Conservation Board and Parks Commission and to authorize the City's Land Steward to execute the reward documents and any other documentation necessary to perform the award subject to final review and approval by the City Attorney's Office.

2025 NBS Legacy Fund
Grant Applications for Tentative Awardees

Project Type*

Implementation Work

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location.

Many locations throughout Burlington

Please provide or upload a description of the proposed project (2 page limit)*

Burlington Wildways is seeking support for our efforts to plant more native plants on the landscape in Burlington. Our work supports many of the core themes identified in the Burlington Conservation Legacy Grant Program and is helping to achieve many of the goals and tasks described in the city's Nature-Based Climate Solutions Plan.

These include growing native trees and plants with school children; a UVM partnership to grow locally sourced, ecotypic natives plants free for the community; targeted floodplain forest restoration projects; creating and maintaining a network of interested growers, ecologists and volunteers; and other efforts.

Our hands-on and educational approach across a diverse set of community members and programs is a grassroots effort to both get more plants on the landscape and more people and institutions involved in this critical work.

Restoring and establishing native plants on the landscape is one of the most promising, cost-effective and doable nature-based climate actions our city can undertake. Native plants and trees are the foundation of any ecosystem and support countless other species, especially insects, which in turn support the rest of our food web and urban agriculture. In a time of dramatic species loss and climate inconsistency, communities of locally adapted native plants are considered to be the most stable and resilient, especially when compared to communities of introduced, non-native invasive species. As one of the top-10 fastest warming cities in the country, Burlington can gain local resilience by investing in healthy natural systems which will help us to stay cool, sequester carbon, slow stormwater, grow food, and benefit the community.

There are three main project areas for which we are seeking support from the Burlington Conservation Legacy Grant Program:

1. Provide plants, demonstration gardens, and resources to citizens, supporting native plantings across the city.
2. Expand our school-based native tree nursery program to Flynn Elementary School.
3. Train Wildways Trail Stewards to remove non-native Japanese knotweed, so that natives can be restored to these areas.

Project One: Reestablishing Native Plants Across Public and Private Lands

Grant funds would be used to sustain and expand our ongoing partnership with UVM Plant Biology professor Dr. Laura Hill to grow native plants from local seed sources (ecotypic plants). Currently, Wildways partners and students gather seed in the fall from around the city and from a seed source garden in the Intervale. Then they are grown out as part of a class in UVM greenhouses over the winter. A diversity of plants are grown that succeed in the diverse soil types across Burlington. These plants are given away, mostly at our Spectacular Nature Day event at the Intervale Center in the spring. (Last year, over 400 people came to the event and over a 1000 plants were given away. A line formed before the event started for the free plant giveaway!) Additionally, at Spectacular Nature Day, participants learn to forage edible non-natives and we work with volunteers to do restoration work, replanting native Ostrich ferns which are sourced from Vermont Wetland Supply. Support from the Conservation Legacy Grant Program will allow us to grow more plants than we have in previous years, increase the variety of species available, and continue to develop the reach of Spectacular Nature Day as an outlet for these plants to a wide range of citizens and families.

We also plan to expand interest in native plantings by planting a new public demonstration garden. Grow Wild (a network of gardeners, ecologists and growers supported as a program of Burlington Wildways) aided Burlington Parks Recreation & Waterfront staff in converting a grassy slope at Lakeview Cemetery to a demonstration garden of self-sustaining native plant species. The site at Lakeview is dry and sandy. Funding from the Legacy Fund would help us start another demonstration garden in a wetter site, possibly in Oakledge Park. It is important to have successful demonstration lawn conversions on public land so other public and private land owners can have models to look towards as they consider lawn-to-natives conversions on their own lands.

Project Two: School-Based Tree Nurseries

The Burlington Wildways partnership has been growing native trees, providing nature connection, and planting pocket forests at three elementary schools in Burlington: Champlain Elementary, CP Smith Elementary, and Sustainability Academy. Last year, 658 students participated in growing native plants and

trees, 600 plants and trees were added to the landscape, and an acre of habitat was planted. Support from the Legacy Fund would allow us to expand the program to a fourth school: JJ Flynn Elementary. Burlington School District owns dozens of acres of land in the city, much of it in mowed lawn. Growing trees and native plants instead of lawn and having them available for restoration projects has been a simple, inclusive and local way to empower youth and grow much-needed tree stock locally. For example, last month, Burlington High School students helped Champlain Elementary School children dig out 145 trees grown in their nursery. The high school students then used those trees in an ongoing floodplain restoration project at the Ethan Allen Homestead. Instead of buying trees grown in the Midwest and shipped to the Northeast, the Wildways partners are working inclusively to help our city's youth grow trees in and for our city. This allows young people to be part of the solution and helps grow a new set of leaders with deep connections to Burlington's local plants and landscapes.

Project Three: Non-native Invasive Removal and Habitat Restoration

We are also seeking support to launch a second level for our successful Trail Stewards Program. Currently, we have over 400 trails stewards who pick up trash, do light trail maintenance, and report trail repair needs across the city. Trail stewards who are City Market members receive member worker hours for their volunteer time. Support from the Conservation Legacy Grant Program will allow us to train trail stewards to remove Japanese knotweed at a number of enrolled sites across the city. Trail stewards who are interested in this program will participate in an online and in-person training at the site and can work on their own time as well as in group work days. We have created an app that tracks knotweed treatments and the areas treated. Once the areas are mostly cleared of knotweed, restoration plantings of native plants will occur on all sites.

Burlington Wildways' three planned projects strongly address the themes—and their related strategies, and actions—outlined in the implementation matrix of the city's Nature-Based Climate Solutions Plan. These include Forest and Tree Canopy; Wetlands and Watersheds; Lawns Fields and Small Open Spaces; Equity and Inclusion; and Other Ideas (particularly “education” and “silo busting and community involvement.”)

What is the grant amount you are requesting? (\$30,000 minimum / \$80,000 maximum)*

\$47500

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent. Please specify your fiscal agent for this project. *

Winooski Valley Park District (a 501c3) is our Fiscal Sponsor

Please specify matching funds or in-kind work, if any.*

Matching Funds and In-Kind for 2025

*Staff hours from partners 150 in-kind hours.

*Vermont Urban and Community Forestry Grant supporting the ongoing school-based nursery work (\$10K)

*Lake Champlain Basin Program Education and Outreach Grant for ongoing school-based nursery work (\$34K).

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.*

Burlington Wildways NBCS Funding Request			
January-December 2025 Project Period			
Funding Request			
1. Re-establishing Native Plants on the Landscape			
Demonstration garden			\$8,500
Community events, education and outreach			\$4,000
Native plant partnership giveaway			\$4,000
Community-engaged floodplain restoration			\$4,000
Total Item 1. Request			\$20,500
2. School-Based Tree Nurseries			
School-based tree nursery			\$15,000
			\$15,000
3. Trail Stewardship Program Expansion			
Professional services			\$2,000
Capacity Funds			\$10,000
Total Trail Steward Expansion Request			\$12,000

Total Burlington Wildways Funding Request			\$47,500

Budget Justification

Item 1. Re-establishing Native Plants on the Landscape

Demonstration garden \$8,500 ~800 plants grown from seed to plug size by partnering nursery: \$7,000. Project design, outreach and implementation capacity: \$1,500 (staff time \$25/hr x 60hrs).

Community education and outreach \$4000 public educational tabling events throughout the season (staff time \$28/hr x ~25hrs). Four public walking or biking tours with the community at restoration sites (staff time \$28/hr x ~25hrs). Volunteer planting days throughout the season, outreach and communication via the established Grow Wild newsletter, Conservation newsletter and Trails stewards newsletter (staff time \$28/hr x ~90)hrs

Native plant partnership giveaway \$4,000 Soil media for greenhouse trays \$1,500. Growing containers for over 1000 plants \$1,200. Coordination support and giveaway event days capacity (staff time \$28/hr x ~45hrs).

Community engaged floodplain restoration \$4,000 Sourcing plugs of species appropriate for Silver maple ostrich floodplain forest natural community from VT Wetland Plant Supply or other similar retailer \$2,500. Organizing and staffing volunteer restoration days (\$28/hr x 50hrs)

Item 2. School-Based Tree Nurseries

School-based tree nursery \$15,000 Nursery supplies, infrastructure, growing media, and seeds when applicable \$7,500. Nursery management and staff time \$7,500 (staff time \$25/hr x 300hrs).

Item 3. Trail Stewardship Program Expansion

Professional service \$2,000 to upgrade and edit non-native invasive species video training module.

Trails stewards expansion \$10,000 maintain online reporting systems, create online next level training, in person trainings, group work days, restoration of sites where removal has occurred. (\$33/hr x ~300hrs).

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.*

Burlington Wildways NBCS Funding Request			
January-December 2025 Project Period			
Funding Request		Timeline	Project Milestones
1. Re-establishing native plants on the landscape			
Demonstration garden	Winter 2025-Fall 2025	*Coordination with grower winter 2025 *Plants matured in plugs summer 2025 *Plants hardened off and ready for planting fall 2025	
Community events, education and outreach	All 2024		
Native plant partnership giveaway	Spring 2024	*Plants sown in UVM greenhouses winter 2025 *Plants hardened off and ready for distribution April 2025 *Plant giveaway events April-June 2025	
Community-engaged floodplain restoration	All 2024		
2. School-Based Tree Nursery			
School-based tree nursery	All 2024	*Expand programming and tree nursery to Flynn Elementary.	
3. Trail Stewardship Program Expansion			
Professional services	Spring 2024	*Creation of a new online knotweed non-native invasive training module.	

Capacity Funds	Early Winter, Spring 2024	*More stewards including youth, connection with BHS, King Street Youth Center, Boys & Girls Club. *Trail stewards removing Japanese knotweed and engaged in restoration plantings.		
Please provide or upload an explanation of how your project's results or effectiveness can be measured.*				
Measurable Results by Project				
1. Re-establishing native plants on the landscape				
Demonstration garden	*Quantity of plants installed Square footage of garden coverage *Number of events, volunteers educated and involved, and local organizations and individuals using garden as educational tool and resource			
Community events, education and outreach	*Number of events held for community education *Number of tabling events attended for community outreach *People reached via newsletters and social media *Attendees of Spectacular Nature Day			
Native plant partnership giveaway	*Number of species with successful germination & growth *Quantity of plants grown for giveaway *Plants given away			
Community-engaged floodplain restoration	*Quantity of plants added to the landscape *Number of volunteers engaged in the restoration process			
2. School-based Tree Nursery Expansion				
School-based tree nursery	*Children taught/schools served *Trees and plants grown *Area restored or coveted to native plants			
3. Trail Stewardship Program Expansion				
Professional services	*Professional quality video training module			
Capacity Funds	*Area of Japanese knotweed removed *Volunteer hours put towards Japanese knotweed removal.			

Is there any other information you would like us to know? (2 page limit)

Burlington Wildways is a partnership group between most of the large, public-facing landowners within the city. The partners are Rock Point, the Intervale Center, Burlington Parks, Recreation & Waterfront and Winooski Valley Park District, who is our fiscal sponsor. We also work closely with UVM, both faculty and planning staff. We were formed by a City Council resolution in 2017 to bolster conservation efforts across the city and to assure long-term equitable access to our natural areas. Our steering committee meets monthly to discuss our priorities and strategic direction.

Our partnership is efficient. We are a group of groups each with staff. For example:

1. Our school-based tree nursery is partially staffed by an educator and grower who is housed in the Parks Department. Her position is fully funded through grants written by Wildways but being housed with one of the partners allows access to trucks, insurance, and equipment already owned by the city.
2. Similarly, in our building relationship with UVM, professors in the plant biology department bring expertise in growing locally adapted native plants—but we are limited by shelf space in the UVM greenhouse. Now there are emerging plans to collaborate with the Intervale Conservation Nursery, which owns large-scale seed processing machines and is a grower at scale. We're aiming to have a greenhouse wholly dedicated to growing locally-sourced native plants, combining the two organizations' strengths.
3. Our Trail Stewards Program occurs across multiple ownerships. For citizens this approach is welcoming and sensible: one program, one training, one reporting system that extends across many natural areas. But this program takes coordination, agreement on goals, communication, and planning across multiple organizations. The program is run by Wildways and Intervale Center staff, but the data that runs our apps is all held by the Parks Department so we are in close communication to keep this stewardship program running smoothly. Wildways' partnership work is silo busting. We plan for projects that each partner has an interest in doing, but could not do alone.

The Intervale Center is seeking funding from the Burlington Conservation Legacy Grant to support greater capacity to care for our land and our community with nature-based climate solutions in 2025. Nature-based climate solutions tend our ecosystem to combat climate change while engaging partners and community members in this work, which the Intervale Center practices across all our programs. On our 360 acres along the Winooski River and in our work with partners across Burlington and Vermont, our mission is to strengthen community food systems that sustain farms, land, and people. The Intervale Center stewards 360 acres of land that includes farmland, floodplain forest, and public trails and supports food access initiatives, grows and plants native riparian trees in all VT watersheds, and supports land access and farm viability across Vermont. Our work is guided by three high-level goals: 1) Support farming and food production that balance the needs of people and the environment, 2) Protect and steward the natural environment at the foundation of our food system, and 3) Advance the movement to strengthen community food systems. With this funding we will:

- Expand and steward community gardening space in the Intervale, including additional plots for the Tommy Thompson Community Garden and public access improvements (2A.1, 2A.3, 2B.1, 2B.2)
- Develop city-wide non-native invasive plant management and monitoring (3A.1, 3A.2, 4A.3)
- Diversify community food production and build flood resiliency in the Intervale, including new acreage for agroforestry and increased public education and engagement in wild and cultivated food and medicine (1B.3, 2B.1, 3A.2, 3B.4)
- Steward land with nature-based climate solutions to promote a healthy and resilient environment for food production and land conservation (1B.4, 2A.3, 3A.2)

Expand and steward community gardening space in the Intervale: The fertile soil of the Intervale has been feeding inhabitants for thousands of years, and with 2 in 5 Burlington residents now experiencing food insecurity, community food production is more important than ever. For years the Intervale Center has been working to support growing demand for commercial food production and community gardening on our lands from expanding Tommy Thompson to helping farmers expand acreage and add new greenhouse production and storage. Today, in collaboration with farmers who lease land from us and community garden leadership at Tommy Thompson and AALV, we have identified two areas suitable for further expansion. With support from this fund, we will finalize site designs for expansion to Tommy Thompson Community Garden in consultation with garden leadership and with consideration to current and future site conditions and flood risks. We will begin field clearing, soil preparations, and irrigation coordination for approximately 35 new garden plots (0.8-1.0 acres). As we work to expand community garden space, we will also improve access to existing gardens, including trail connectivity, road enhancement, parking, and gate removal/installations.

Develop city-wide non-native invasive plant management and monitoring: Management of non-native invasive species (NNIPs) directly promotes the success of many other NBCS initiatives, like restoration, biodiversity, and water quality planting projects. Our project will provide three critical factors to effective NNIP management and ecosystem restoration projects: 1) accurate site assessment, 2) ongoing monitoring, and 3) skilled labor.

Together with UVM's Community of Practice interns and researchers at the Rubenstein School, we will facilitate input from partnering open space managers in Burlington including, Rock Point, Winooski Valley Park District, and Burlington Parks, Recreation and Waterfront to establish an assessment and monitoring framework that will lead to increased city-wide prioritization of NNIP management needs and ultimately

increased biodiversity in our landscapes. Through this partnership, Burlington land managers will be able to efficiently utilize student research to assess progress while simultaneously training the next generation of land stewards to understand and implement effective NNIP management.

Identifying, monitoring, and removing invasive species takes time, and as priorities and strategies may shift, it is immensely helpful when this work is executed by staff who are experienced, skilled, and nimble. The Intervale Center's Conservation Nursery Crew implements water quality restoration projects and offers stewardship services across the state and brings years of experience to ecological stewardship. Through this funding, we will work with open space managers partnered through Burlington Wildways to determine priority work sites and our four-person professional stewardship crew will provide NNIP management to each organization (Rock Point, WVPD, BPRW, and Intervale Center).

Diversify community food production and build flood resiliency in the Intervale: To address the challenges of farming in a changing climate, we are increasingly incorporating the principles of agroforestry in the Intervale. Broadly, agroforestry is a regenerative farming approach that integrates trees or shrubs on the landscape or within crop fields, which binds soil, builds flood resilience, increases pollinator habitat, and ultimately benefits crop production and ecosystem health.

The Intervale Center has stewarded and enhanced riparian buffers and hedgerows for over three decades. In 2023 and 2024, we established two agroforestry zones on 88 acres of land we recently acquired—our People's Orchard now grows 430 fruiting trees and shrubs on a fallow, more flood-prone field no longer considered suitable for vegetable production, and 600' of our riparian buffer now utilizes elderberry and other native riparian tree species to protect nearly twelve acres of prime agricultural soils from erosion. In both of these zones, 100% of the fruits are distributed for free to the community.

Funding will support our work to expand our People's Orchard by an additional $\frac{3}{4}$ acre, steward 600' of planted harvestable riparian buffer, plant the second phase of this buffer (~500'), coordinate harvest of berries in partnership with Spoonful Herbals and community members, and bottle and distribute syrup to 300+ members of our free Fair Share CSA. By expanding and diversifying our capacity for community food production, we will provide critical food access while also practicing climate resilient agriculture that can be used as a model for riparian zone stewardship.

Steward the Intervale with nature-based climate solutions: We steward the Intervale using regenerative management strategies that preserve and enhance wetland buffers in order to cultivate a healthy, climate-resilient ecosystem that produces food, feeds people, and cares for natural spaces in a changing climate. As part of this stewardship plan, we are turning marginal lands into bird and pollinator-friendly habitats to facilitate biodiversity. In partnership with Audubon Vermont, we carried out an assessment in 2022 that identified the Intervale Center as a "hotspot for pollinator diversity and abundance," and highlighted three geographical target areas on which to focus habitat improvement. In 2025, we will continue this work by managing those areas through timed mowing, weeding, and managing the success of new plantings from woody shrubs to flowering species.

Support will also enable us to advance our property-wide non-native invasive plant management plan that focuses on non-chemical treatments and engages both staff time and the support of community partners, educators, and volunteers. This work contributes to city biodiversity and ecological regeneration, and also provides a foundation to educate and train the community on the importance of NNIP management as a nature-based climate solution.

Intervale Center - Conservation Legacy Fund Application – Budget and Justification

Expense Category	Garden Expansion	Invasive Mgmt	Community Food	Regenerative Land Stewardship	Total
Wages & Benefits	\$20,837.08	\$2,780.08	\$12,237.92	\$8,047.60	\$43,902.68
Supplies	\$10,600.00		\$5,900.00		\$16,500.00
Contractual		\$8,000.00			\$8,000.00
Permits and Fees	\$1,000.00				\$1,000.00
Equipment rental	\$0.00				\$0.00
Subtotal	\$32,437.08	\$10,780.08	\$18,137.92	\$8,047.60	\$69,402.68
Indirect Costs	\$4,865.56	\$1,617.01	\$2,720.69	\$1,207.14	\$10,410.40
TOTAL	\$37,302.64	\$12,397.09	\$20,858.61	\$9,254.74	\$79,813.08

Justification:

Personnel and Benefits:

- Garden Expansion: 580 hrs total to complete Community Garden Expansion includes: 148 hrs @\$40.47/hr loaded rate, 64 hrs @\$36.58/hr loaded rate, 16 hrs @\$36.44/hr rate, 40 hrs @ \$26.02/hr loaded rate and 312 @ \$34.88/hr loaded rate for a total of \$20,837.08.
- Invasive Mgmt: 76 hrs @ \$36.58/hr loaded rate to develop and establish standard monitoring protocol and identify priority stewardship sites, for total of \$2,780.08.
- Community Food: 24 hrs @ \$40.47/hr loaded rate and 308 hrs @ \$36.58/hr loaded rate for planting and foraging capacity, for a total of \$12,237.92.
- Regenerative Land Stewardship: 220 hrs @ loaded rate of \$36.58/hr for increased capacity for habitat enhancement and invasives management for a total of \$8,047.60.

Supplies:

- Garden Expansion: \$200 for soil testing, \$300 for cover crop seed, \$500 for soil amendments, \$6,000 for gate hardware and \$3,600 for road stone for a total of \$10,600.
- Community Food: \$100 for soil testing, \$200 for cover crop seed, \$1,000 for soil amendments at Orchard Expansion, \$2,000 for fencing for People's Orchard, \$600 for irrigation system improvements, and \$2,000 for harvest supplies for a total of \$5,900.

Contractual:

- Invasive Mgmt: \$8,000 for Intervale Nursery Crew stewardship services

Permits and Fees:

- Garden Expansion: \$1,000 for permitting fees

Indirect Costs: Calculated at organizational rate of 15%

- Garden Expansion: \$4,865.56
- Invasive Mgmt: \$1,617.01
- Community Food: \$2,720.69
- Regenerative Land Stewardship: \$1,207.14

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

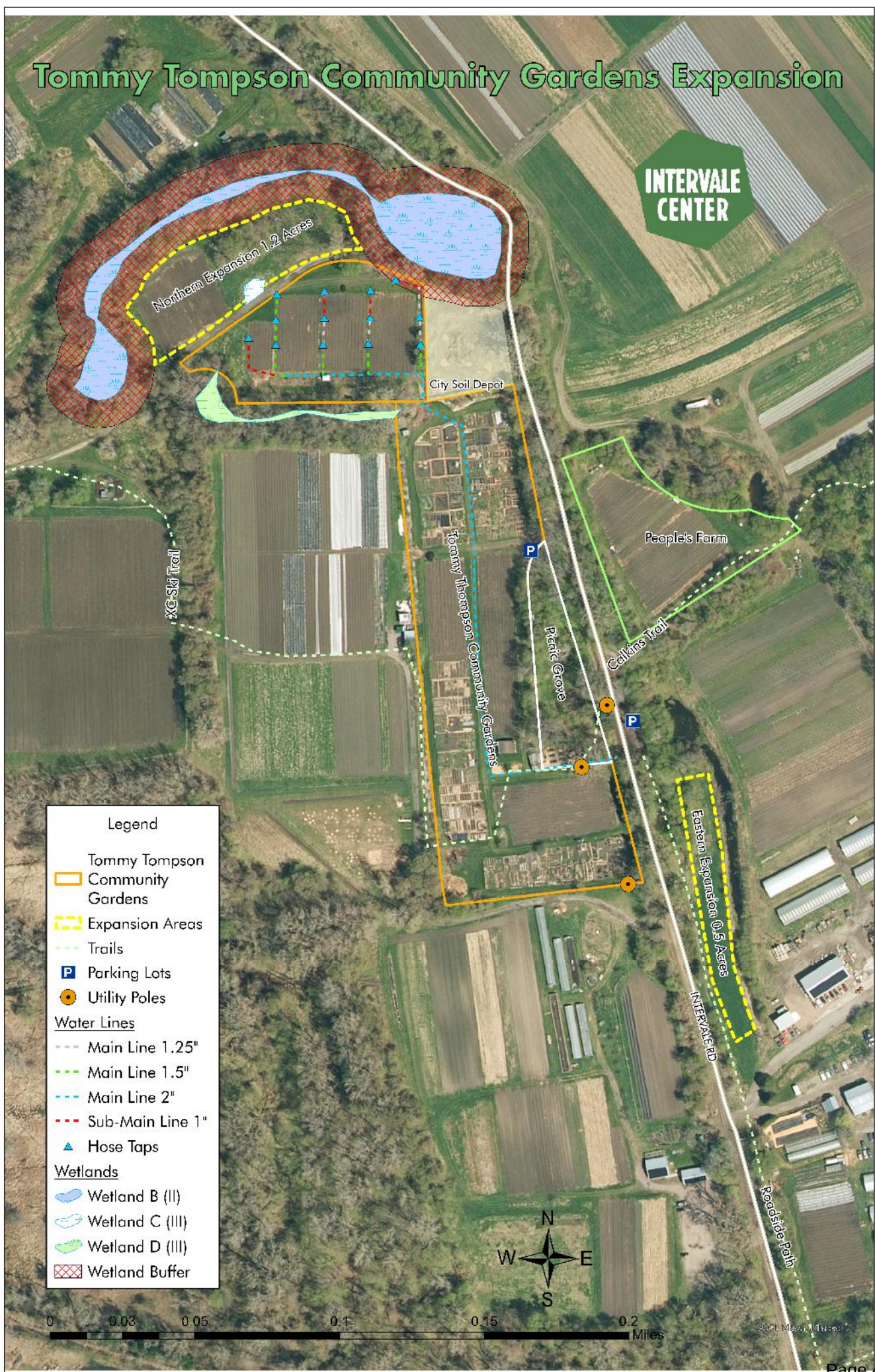
At the Intervale Center, we set annual goals through a results-based accountability model for our programs and create workplans to meet them. With funding from the Conservation Legacy Fund, we expect the following outcomes for 2025 for each of these projects:

- **Community gardening space in the Intervale are expanded and stewarded (2A.1, 2A.3, 2B.1, 2B.2)**
 - Site designs for expansion to Tommy Thompson Community Garden are finalized.
 - Fields are cleared and prepared for approximately 35 new garden plots (0.8-1.0 acres). An additional half-acre is ready for community gardening in the 2026 growing season, and the remainder by 2027 in areas where soil conditions require more stewardship (i.e. stump removal, tillage, cover cropping).
 - Additional land and amenities surrounding the community gardens are activated and will expand ongoing collaborative and educational farming, community gardening, and agroforestry programming.
 - Site access is improved, including trail access, road enhancement, parking, and gate removal/installation.
 - Irrigation is planned and installed at each site with City partners.
- **City-wide non-native invasive plant (NNIP) management and monitoring is developed(3A.1, 3A.2, 4A.3)**
 - Input is facilitated from partnering open space managers in Burlington including Rock Point, WVPD, and BRPW. Assessment and monitoring framework is established and enables increased city-wide comparison and prioritization of NNIP management needs.
 - Land managers are supported to scientifically assess the impact of NNIP treatment strategies that are in practice, contributing to a more rapid evolution of NNIP management.
 - Community-based engagement is supported with university students interested in this work, training the next generation of land stewards to understand and implement effective NNIP management.
 - Open space managers work together through Burlington Wildways to determine priority invasive management work sites for the 2025 season. One day of Intervale Conservation Nursery Crew NNIP management services to each organization (Rock Point, WVPD, BPRW, and Intervale Center) for a total of four days.
 - Presence of NNIPs is reduced across the city and biodiversity increases.
- **Community food production is diversified and flood resiliency is built in the Intervale(1B.3, 2B.1, 3A.2, 3B.4)**

- An additional $\frac{3}{4}$ acres of growing space is prepared at the People's Orchard for future plantings, through repeat tillage, cover cropping and weed management, and soil analysis and amendments.
- The expanded People's Orchard is designed as a free community resource for education, floodplain resilience, and access to diverse fruit crops.
- 600' of planted harvestable riparian buffer are stewarded; second phase of buffer (~500') is planted.
- Intervale-grown elderberry at the buffer and People's Orchard is harvested.
- Collaborated with Spoonful Herbs to coordinate and lead 2-3 elderberry syrup-making workshops for the public.
- Elderberry syrup to at least 300 families at Fair Share (free CSA program) is distributed.
- Built management capacity and effective partnerships that can ensure stewardship of this space with and for community through facilitated volunteer engagement and a minimum of three educational workshops. Prioritize linkages with community partners interested in implementing their own community-scale food forest projects.
- Installed critical fencing infrastructure at the People's Orchard to ensure forthcoming plantings and subsequent harvests can be protected from deer browse.
- Continued to invest in partnerships and programming to facilitate dignified and equitable distribution to those in need.
- **Stewarded the Intervale with nature-based climate solutions (1B.4, 2A.3, 3A.2)**
 - Stewarded three pollinator zones planted in 2022 to promote a diverse abundance of pollinators in the Intervale and promote crop production for farms.
 - Created new pollinator habitat between Intervale Conservation Nursery and New Farms for New Americans by planting a mix of perennials and flowering shrubs.
 - Increased structural diversity within hedgerows throughout the Intervale and plant a variety of flowering shrubs in field edges.
 - Reduced the presence of non-native invasive plant species (Goutweed, Japanese Knotweed, Garlic Mustard, and Common Buckthorn).
 - Engaged and educated community members of best regenerative land stewardship practices through volunteer support, partnerships, educational workshops, tours, and signage.

Intervale Center - Conservation Legacy Fund Grant Application																				
Objectives/Outcomes	Tasks	January	February	March	April	May	June	July	August	September	October	November	December							
Community Gardening: Site Design/Permitting	Access planning and design																			
	Stakeholder coordination																			
	Permitting																			
	Planting design																			
	Irrigation design/coordination																			
Community Gardening: Site and Soil Prep	Sumac and brush clearing at northern sight																			
	Brush clearing at eastern site																			
	Field layout																			
	Soil prep																			
Community Gardening: Access and Site Improvements	Access road clearing																			
	Gate installation																			
	Road and trail improvements																			
	Repair swale collapse																			
Invasive Plant Management: Capacity Monitoring	Coordinate with UVM researcher to develop standard monitoring protocol																			
	Coordinate/Lead UVM Community of Practice interns to establish monitoring plots																			
	Facilitate land manager partners input pre-development/tool training post-development																			
Invasive Plant Management: Crew Stewardship	Coordinating with land manager to identify priority sites																			
	Stewardship Crew days (four people)																			
Diversify Community Food Production: Prep Orchard Expansion	Soil testing																			
	Soil prep (tillage, spreading amendments, cover cropping)																			
	Design orchard expansion																			
Diversify Community Food Production: Investments in existing plantings	Irrigation system improvements																			
	Pruning, stewardship, harvest																			
	Staffing for ongoing orchard cultivation, volunteer opportunities, workshops																			
	Staffing for second phase of riparian buffer planting																			
Diversify Community Food Production: Education and equitable distribution	Edible planting capacity for agroforestry buffer																			
	Sustainable foraging capacity																			
Regenerative Land Stewardship	Bird and pollinator-friendly habitat																			
	Invasive plant management capacity																			

Tommy Thompson Community Gardens Expansion



Vermont Garden Network

Project Type* Operational Work for Sustained Implementation

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location. Starr Farm Community Garden, Winooski Valley Community Garden, The Intervale

Please provide or upload a description of the proposed project (2 page limit)*

Vermont Garden Network (VGN) proposes a 2025 Collective Gardening project which builds on the success and lessons learned from 2024's Climate Legacy Fund project. In addition to the proven legacy of Seedsong Collective Garden in the Intervale, 2024 launched two new Collective Gardens; one at Starr Farm and the other at the Winooski Valley Park District (in partnership with the Janet S. Munt Family Room). VGN proposes continuing with the three existing garden spaces while improving their climate resiliency through deeper understanding of methods to garden in a changing climate. We will convene the community in March 2025 for a conference addressing actionable approaches to climate resilient gardening.

We also plan to implement a new hub and spoke management model that can improve the efficiencies of Collective Gardening across an increased number of sites. In order to continue to scale, VGN plans to organize staffing with a Garden Manager ("the hub"), a FT year round staff position and have this dedicated member communicate with Garden Mentors ("the spokes"), seasonal PT volunteers and/or paid interns at multiple Collective sites.

Due to consecutive years of flooding at the Intervale, VGN must address those community members who want to move away from the Intervale flood plain. Those members seeking higher ground will be supported through our new hub & spoke model. Volunteer and/or member-led Seedsong alumni will be supported as they replicate the model by contracting for our support services, but selecting their own locations within the City of Burlington. This frees up existing staff to do more community engagement workshops that support the growing of vegetables with companion garden education like pollinator pocket gardens, edible landscapes, specialty group plots (i.e. An Outright or Pride garden, New Farms for New Americans engagement, other BIPOC groups and affordable housing resident gardens).

In addition to the Collective Gardens for 2025, VGN believes in the accessibility and inclusiveness of public workshops. We want to activate our mobile classroom, Veducation Van, to offer gardening education events throughout the year by partnering with City of Burlington libraries and community gardening locations.

VGN's Thrive teaching garden site located at Ethan Allen Homestead will need to undergo extensive soil fertility testing and diagnosis in 2025. Concerns over fertility have forced us to leave the garden site fallow for one year, which represents significant program revenue cuts. However, we are committed to improving soil health through more in depth soil testing using Cornell lab tests, consulting with UVM Extension, and a year-long remediation plan (cover cropping, tillage, nutrient management plan). We believe this diagnosis is a teachable moment and we will offer workshops detailing our soil health improvement steps.

In order to be climate resilient, VGN believes we must invest in existing garden sites to allow for season extension, increase ecological services and design educational spaces. Specifically, we will address:

- Water conservation: install rainwater catchment systems off of existing VGN sheds at Seedsong, Starr Farm, Thrive. We need access to water the first week of April and into late November, but the City can't turn on water until mid-May and turns off water in early October. Access to early/late water represents 8+ weeks of season extension for increased food production.
- Pollinator habitat: restore and expand pocket gardens by focusing on native, edible, medicinal plants - all three sites would benefit from improved maintenance, additional plantings, signage
- Edible perennials: similarly, existing perennials need to be better managed, additional perennials well suited for collective gardens planted where possible (aronia, serviceberry, thornless raspberries, nanking cherry)

VGN centers on the Climate Legacy Fund **Agriculture** grant theme using Climate Resilient practices but also incorporates the themes of **Forest & Tree Canopy** through use of Edible Landscapes/Fruit & Nut Trees, **Open Spaces** through use of pollinators and raised bed gardening, and **Equity, Inclusion & Relationships** through our diverse member participation groups. VGN worked to diversify lessons with language translation and incorporate both adult and young children programming at The Family Room and will seek to include other minority populations as we continue to develop relationships and build community.

Strengthening existing community gardens through educational programming is a nature-based solution that we believe will position the City to meet community demand in a sustainable manner for years to come. We are excited that we can partner to be at the forefront of this transition enabling more gardening education for all residents.

What is the grant amount you are requesting? (\$30,000 minimum / \$80,000 maximum)*

\$78500

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent.
Please specify your fiscal agent for this project. *

N/A

Please specify matching funds or in-kind work, if any.*

EEvernorth - \$5000

UUVM Institute of Agroecology - \$5000 pending

LLand Access Opportunity Board - \$4000 pending

Gardener's Supply - \$1000

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.

Vermont Garden Network 2025 Collective Gardening Budget	
Expenses	
Garden Management (hub and spoke model and overall program mgmt)	\$41,600
Seasonal staff	\$11,700

Administration overhead - Indirect cost	\$13,325
Education Materials (i.e. van operation and teaching supplies)	\$5,200
Garden Materials to enhance climate resilience (i.e. deer fence, water catchment, verticle trellises)	\$7,500
Equity garden scholarships (Family Room members participation and workshops)	\$12,000
Public workshop scholarships at Thrive and community centers	\$10,000
Thrive garden soil tests and consulting services	\$4,500
Spring climate conference sponsorship	\$2,500
Total Expenses	\$108,325
Revenues	
Sliding scale program participation fees	\$3,800
Collective Garden member fees	\$14,400
Climate Legacy Fund Grant Award	\$78,500
Corporate sponsorships	\$15,000
Total Revenues	\$111,700

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.

Winter (January-April) - Off season staffing, planning and training

Greenhouse grand opening March 22, 2025 in parallel with the Garden for Good climate conference hosted by VGN at Beta Technologies in Burlington.

Gardening Season: May- October Using a hands-on educational approach, teach bed prep, planting, weeding, pest mgmt and seasonal climate resilient techniques for season long garden through harvest. Public workshops using Veggie Van or other demonstration method.

Closing/documenting/reflecting: Nov-Dec

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

VGN measures our impact in areas of Education, Innovation, Community Building and Support. VGN will utilize post-participation surveys to gather data on program effectiveness using weighted responses to questions that encompass the above areas.

Questions to be included in 2025 surveys
On a scale of 1-5 Did you....
Gain practical experience in organic gardening?
Better understand how organic gardening impacts climate change?
Try a new vegetable or recipe?
Eat more fresh produce?
Eat more foods that are culturally meaningful to your family?
Deepen your understanding about where your food comes from?
Save money on groceries?
Spend more time outdoors?
Improve your mental and emotional wellbeing?
Share your vegetables and/or gardening skills with others?
Strengthen community relationships?

Is there any other information you would like us to know? (2 page limit)

VGN has been teaching Vermonters how to grow food for over 20 years. Historically, our bottleneck to growth has been staffing. To address capacity issues in 2024, VGN's board launched a new shared leadership model, internally promoting Carolina Lukac to Co-Executive Director of Programs & Partnerships and completing an external hire for T Hanson, Co-Executive Director of Philanthropy & Communications. See [staff bios here](#). In 2025, VGN plans to continue this staffing growth with dedicated resources offering a community of practice and garden consultancy to support an increased number of Collective gardens. We believe this is essential to meeting the community demands for gardening. With the recent Vermont Outdoor Recreation Economic Collaborative (VOREC) [study](#) showing gardening as a top 5 preferred outdoor activity, VGN will be able to harness this momentum and provide the City of Burlington with proven climate resilient, gardening education programs to serve more residents.

In addition to aligning with the Climate Legacy Fund themes, VGN has also aligned with state legislature sponsored [Vermont Farm to Plate](#) strategic plan through use of nature-based climate solutions to build increased agricultural sustainability and resilience.

VYCC

Project Type* Implementation Work

If applicable, project location (must be within Burlington). Some projects, such as planning efforts, may not have a particular location. VYCC will be working at Rock Point Commons and Arms Forest.

VYCC seeks to use these grant funds to run four weeks of Youth Crew programming in Burlington in summer 2025. We will collaborate with Burlington Wildways partners to recruit local youth participants, complete high-priority conservation projects, facilitate experiential learning opportunities through our educational curriculum, and introduce participants to local organizations working on nature-based climate solutions.

Who We are:

VYCC is a service corps that enrolls over 200 young adults each year to work on public service projects. Our mission is to take action and build community by working and learning together with the land. Since 1985, over 7,000 Corps Members have completed projects that strengthen Vermont's communities and conserve natural resources.

Burlington Wildways is a partnership of organizations that connects and protects the wild places and paths of Burlington. Burlington Wildways mission is to build a strong partnership of many organizations working together to maintain a world-class shared trail network; conserve the rare plants and diverse animals that make their homes in the Queen City; and provide equitable and inviting access to our many natural areas for the benefit of all our city's citizens and visitors. While 2025 project partners only include City of Burlington and Rock Point Commons, continued partner engagement with other Wildways partners (Intervale and Winooski Valley Park District) for crew member recruitment and job exposure to VYCC alum continues to be a key strategy. This connects to strategy 6C.2 *"Increase partnerships with community organizations for the completion of NBCS projects city-wide."*

VYCC plans to leverage existing systems, tools, and personnel to run a summer season within Burlington. VYCC brings a 35-year history of engaging youth in conservation work which includes systems for recruitment and hiring, comprehensive leader and member training and staff support to assist leaders and members in the field.

Service and Education:

Youth Crews offer paid summer service positions for participants between the ages of 15 and 18. Participants work on conservation projects and learn a variety of skills including problem solving, communication with both the crew and community partners, and time management; they also develop technical conservation skills like safe use of tools, strategies for land management, erosion control, and technical trail building skills. Youth members receive training and guidance from Crew Leaders and receive additional support from VYCC Staff.

VYCCC is currently revamping its education curriculum in order to strengthen learning outcomes for youth members. Throughout the season, crew leaders will facilitate engaging learning activities that create opportunities for youth participants to learn transferrable job skills and build connections between the projects they complete and the environmental impact of nature-based climate solutions. There will also be a focus on leadership development activities throughout the season. This ties into the NBCS strategy of 6B.2 *“Ramp up NBCS related educational programs and resources for residents of all ages and find new ways to engage the New Americans and frontline communities.”* VYCC hopes the new educational program will allow for greater growth for its members while creating a pathway for youth to continue working and learning within the field of conservation.

Recruitment:

VYCC has long-standing relationships with public schools and youth-development organizations in the City of Burlington. Examples of community connections include relationships with Simon Parlante (Employment Specialist at Burlington High School), Jim Shields (Student-centered Learning Coordinator at Eagle Bay Academy), Dov Stucker (Lead Instructor of the Burlington City & Lake Semester program), and Noah Kass (Program Manager at Burlington YouthBuild).

VYCC takes a grassroots approach to recruitment. Emphasis is placed on relationship-building and creating several touchpoints over the course of a school year, so students have multiple opportunities to learn more about our organization. VYCC engages schools, educators and student populations in a variety of ways. VYCC hosts field trips on our Richmond campus where student groups learn about programs through a hands-on project. VYCC's Community Engagement Manager also attends local job fairs, networks with career counselors in the Burlington School District and gives presentations to classrooms and school-wide assemblies.

VYCC will prioritize the recruitment of Burlington residents for this crew. VYCC will focus on recruiting and hiring a crew that reflects the diverse demographics of Burlington, including the New American community. The crew will work alongside conservation professionals, making this a valuable opportunity for career exploration. This connects to strategy 6B.3 *“Create more opportunities to bring school aged children and university students into the urban wilds to experience and learn about NBCS.”*

Project Proposal:

The main goal of a youth crew is to offer opportunities for participants to learn, grow and establish connections with the land with a secondary focus on efficiency and project completion. As such we have created a list of projects for the crew to work on supported by the recommendations of a third-party assessment. Projects will be executed in order of priority, but not all may be completed. This structure allows VYCC and the Wildways partners flexibility to make changes throughout the summer based on crew skill level and interest while still dedicating the most crew time to the highest priority projects.

The highest priority project focuses on replacing damaged boardwalk and puncheon on the Rock Point Trail Network. The Rock Point trail network in Burlington connects many outdoor spaces such as North Beach, Arms Forest, community gardens, outdoor classrooms and the Burlington Greenway bike path, supporting a wide variety of outdoor recreational opportunities. This connects to goal 4B.1 *"Increase pocket parks and connected open spaces"*. As the trail network develops, it has experienced an increase in use, highlighting the need to implement sustainable maintenance to reduce the erosive impact of users. Timber and Stone LLC performed an assessment of the Rock Point trail network and identified sections where user impact is the most profound and in need of higher standard trail structures. Rehabilitating the existing boardwalk and adding length to it preserves the surrounding landscape by reducing erosion and allowing regeneration. Additionally, it discourages braided social paths by making the trails more easily navigable and accessible. Timber and Stone's assessment recommends prioritizing many different improvements on the trail system. Within the scope of our crew season, we identified 3 priorities in consultation with staff from Rock Point and City of Burlington:

Priority 1: Puncheon rehabilitation for improved pedestrian access to green spaces

Priority 2: Construction of new, seasonally mobile puncheon

Priority 3: Trail closure and puncheon removal (if time allows)

Roles:

VYCC will provide training to leaders and members, will supply a standard cache of tools, maintain vehicles, and offer operational support during project weeks. Wildways Partners will provide materials and design plans, and some in-field technical assistance during the season.

What is the grant amount you are requesting? (\$30,000 minimum / \$80,000 maximum)*

30000

If you are not applying as a 501 (c) 3 nonprofit, you will likely need a fiscal agent.
Please specify your fiscal agent for this project. *

We are a 501 (c) 3 nonprofit.

Please specify matching funds or in-kind work, if any.*

The actual operating cost of running a VYCC youth crew is more than the amount we charge to partners. VYCC raises the remaining funds through philanthropy and other grants. We will use these funds to offer \$7,500 of match to the project (25% of funding request).

Please provide or upload a budget and budget narrative explaining how funding will be used. (2 page limit) Note that written estimates for proposed work may be required for awarded projects.*

4 weeks of VYCC youth crew at \$6,500 per week = \$26,000

3.5 weeks of VYCC staff facilitated leader training to prepare leaders to lead the youth crew and complete the projects = \$2,500

8 days of leader capacity (2 leaders for 4 Fridays during the youth crew season). Those days will include continued project work and time to plan and prepare for educational activities for the following week = \$1,500

Total grant request = \$30,000

What does the \$6,500 fee-for-service rate include?

- Stipends for crew leaders and members
- Worker's Comp and Insurance
- Transportation
- Use and maintenance of tools
- Staff support for crew dynamics and project quality

The actual cost of running a VYCC youth crew is more than \$6,500 per week. VYCC raises the remaining funds through philanthropy and other grants. We will use these funds to offer \$7,500 of match to the project.

The Wildways Partners have committed to covering the expenses of building materials and other supplies from their own budgets.

Please provide or upload a project schedule and, as applicable, specify individual project milestones (phases). Projects should generally be completed within 1 year.*

Recruiting Phase:

January through May, VYCC staff working with Burlington partners on direct outreach.

Most crew member hiring occurs April and May, 2025

Training:

Crew leaders are trained from May 21 through June 13, 2025

Operational Phase:

The 2025 Burlington Youth Crew will operate for one four-week session: June 16 - July 11.

The full crew works Monday-Thursday, 8am-4:30pm.

On Fridays, the two crew leaders prepare and plan for the next week's project and educational activities.

The youth crew will have two crew leaders and five-seven youth crew members.

Project Close-out Phase:

September through December 2025

End of season reflection with partners, reporting, and planning for future partnerships.

Specific milestones for each project priority are as follows:

First Priority: Puncheon rehabilitation for improved pedestrian access to green spaces

This priority connects to goal 4B.1 *"Increase pocket parks and connected open spaces"* by addressing sections of Burlington walking trails in need of rehabilitation. The primary task is to update a significant section of the old puncheon that is in disrepair to increase pedestrian access to Rock Point and elevate foot traffic from wet tread. This involves replacing the decking and installing step stones between gaps in the puncheon, as well as brushing out the corridor, and removing invasives. Improving this section of trail connects Rock Point, Arms Forest, and Burlington Greenway Path, encouraging increased pedestrian and bike access.

Goal:

- Rehabilitate 0.14 miles of walking trail via the following:
 - Remove 154 puncheon decking pieces in poor condition
 - Replace 77 sections of puncheon with 8 and 12ft decking (≈1,312 linear ft)
 - Brush out corridor including removal of invasive buckthorn and honeysuckle
 - Install step stones between gaps in boardwalk

Locations:

- Rock Point Trail
- Arms Forest

Second Priority: Construction of new, seasonally mobile puncheon

The second priority is to construct a new section of puncheon that can be moved seasonally. This design will allow puncheon to be moved out of the way during the winter season when the trail is used by skiers. This maximizes the trail's year-round accessibility and user safety while simultaneously providing erosion control and protection of the surrounding vegetation throughout the rest of the year.

Goal: Construct and stage 140ft of new seasonally mobile puncheon

Location: Rock Point Trails

Third Priority: Trail closure and puncheon removal (if time allows)

The third priority is to disassemble and haul out a short stretch of puncheon that is in disrepair. The trail frequently floods and is seldom utilized. Removing the old material and brushing in the trail will have a positive environmental impact by minimizing further erosion and allowing the area to recover.

Goal: Close & renaturalize 300ft of trail

Location: Rock Point Trails

Please provide or upload an explanation of how your project's results or effectiveness can be measured.*

People Metrics:

- # of crew leaders (goal: 2)
- # of youth participants who gain hands-on experience completing conservation projects (goal: 5-7)
- Increased % of participants who are Burlington residents
- Participants complete 16 thirty-minute educational sessions led by crew leaders accomplishing course learning objectives

Project Metrics

- Crew Hours (goal: 750 hours)
- # Puncheon repaired/replaced (goal: 77)
- # New puncheon constructed (goal: 140 feet, if time allows)
- Area renaturalized (goal: 300ft of trail renaturalized, if time allows)
- Linear feet of public walking trail improved (goal: 2,000 feet)

Is there any other information you would like us to know? (2 page limit)

This is VYCC's second consecutive year applying for the Conservation Legacy Grant. VYCC was thrilled to receive funding in 2024 to operate two youth crews in Burlington and there is a lot of momentum to build on for the 2025 program. In a 2025 iteration, VYCC is excited to focus recruitment and hiring efforts on Burlington residents and to continue building connections between young people and the places they live. VYCC is excited to strengthen learning outcomes through a revamped educational component and to continue introducing young people to careers in conservation. VYCC is excited to do all of that while also completing valuable conservation projects in Burlington. With the heightened emphasis on local recruitment and piloting a new education curriculum, we are choosing to reduce our scope to 4 weeks instead of 8 weeks in order to attain high-quality program and project outputs.

Board of Finance and City Council Submission Checklist

Department: Permitting & Inspections Submitter: Scott Gustin

Title/Subject: Conservation Legacy Fund grant awards 2025

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	2/26/2025	Bill Ward
Mayor's Office informed and approved memo	Yes	3/19/2025	Joe Magee
Board/Commission, if required	Yes	2/3/2025	Conservation Board. 2/11/2025 for Parks Commission
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/5/2025	Atty. Sturtevant
CAO has reviewed budget, financing, and memo	Yes	3/19/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Board of Finance

TO: City of Burlington, Board of Finance
City of Burlington, City Council

FROM: Patrick Leahy Burlington International Airport

Nic Longo, Director of Aviation
Larry Lackey, Director of Planning, Engineering and Sustainability

DATE: March 24, 2025

SUBJECT: To authorize the Director of Aviation to execute a Contract with Engineers Construction Inc. (ECI) for the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements Project and to sign an amendment to the Military Air National Guard Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for reimbursement of construction work costs associated with the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvement Project based on the bid received.

REQUEST

The Patrick Leahy Burlington International Airport (“Leahy BTV”) seeks approval and authorization to:

Execute a contract with Engineers Construction Inc. (ECI) for the Construction of the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements Project and, execute an amendment to the Military Air National Guard Facilities Sustainment, Repair, and Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for reimbursement of the construction work costs associated with the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements Project.

EXECUTIVE SUMMARY

This project involves repairing and modifying the existing Aircraft Arresting Systems (AAS), which are safety mechanisms designed to rapidly decelerate aircraft during landings or takeoffs by catching the aircraft with cables or barriers. The improvements will include upgrading the

drainage system by adding infiltration galleries and connecting it to the existing stormwater system, ensuring continued compliance with state and federal stormwater regulations. Enhancements include upgrading the sump pump capabilities to establish redundant drainage functions in each barrier pit, updating the control system for flood-level monitoring, and relocating the Arresting Gear Markers. The AAS at Leahy BTV are the only functioning systems for this installation and are critical to operations.

BENEFITS ANTICIPATED:

Ensures proper treatment of stormwater, maintaining compliance with state and federal regulations

PROJECT APPROACH

Stantec was selected through the airport's standard selection process for design and construction management services, meeting federal standards for this type of project. Stantec's appointment also supports project efficiency, as they are the engineer of record for the upcoming Runway 15–33 rehabilitation project, which will overlap with this work, enabling effective coordination. The Airport with Stantec's support advertised for bid for this project. There were two bidders with ECI being selected as the lowest responsive bidder.

FUNDING SOURCES

The project finance plan establishes the maximum amount the NGB will reimburse Leahy BTV for project costs under the FSRMCA. Exceeding any line-item cost limitation requires an amendment to the agreement. Either party may propose changes to the finance plan in writing. As the design was not finalized at the time of the FSRMCA signing, modifications to the Maximum Contractual Cost (MCC) and associated construction fees may be needed. Additionally, since construction bids have not yet been secured, further amendments to the agreement may be necessary. This project and agreement will reimburse 100% costs back to Leahy BTV. At this time, the only costs incurred through the end of this Fiscal Year will be associated with design and bidding described below and will not require a budget amendment this fiscal year:

Activity	Estimated ANG Share	Estimated Recipient Share	Estimated Other Share	Estimated Total
Code and Criteria Review	\$20,200	0	0	\$20,200
Design Fees	\$58,560	0	0	\$58,560
Design Agent Fee – Recipient	\$0	0	0	\$0

Totals	\$78,760	0	0	\$78,760
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Starting July 1, 2025, the construction and construction oversight will be completed and will not require a budget amendment as this will be part of our FY2026 budget. This cost is \$1,492,815.

PROPOSED MOTION:

Board of Finance:

1. "To approve and recommend to the City of Burlington City Council to authorize the Director of Aviation to execute a contract with Engineers Construction Inc. (ECI) for the construction of the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements in the amount of \$1,492,815.00 with a contingency of 15% for the total amount of \$1,716,737.00, upon approval by the Office of the City Attorney."
2. "To approve and recommend to the City of Burlington City Council to authorize the Director of Aviation to execute an amendment to the Military ANG Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for construction work costs associated with the VTANG Aircraft System Drainage Improvements based on the bid price received, upon approval by the Office of the City Attorney."

City Council

1. "To authorize the Director of Aviation to execute a contract with Engineers Construction Inc. (ECI) for the construction of the Vermont Air National Guard Aircraft Arrestor Cable System Drainage Improvements in the amount of \$1,492,815.00 with a contingency of 15% for the total amount of \$1,716,737.00, upon approval by the Office of the City Attorney."
2. "To authorize the Director of Aviation to execute an amendment to the Military ANG Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with National Guard Bureau (NGB) for construction work costs associated with the VTANG Aircraft System Drainage Improvements based on the bid price received, upon approval by the Office of the City Attorney."

Board of Finance and City Council Submission Checklist

Department: Airport Submitter: Nicolas Longo
Request to Sign Lease with Engineer's Construction and Execute an Amendment to
Facilities Sustainment, Repair, Modernization Cooperative Agreement (FSRMCA) with
Title/Subject: the National Guard Bureau (NGB)

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/5/2025	Nicolas Longo
Mayor's Office informed and approved memo	Yes	3/18/2025	E. Jacobsen
Board/Commission, if required	Yes	3/5/2025	Airport Commission
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	3/19/2025	E. Ramakrishnan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/18/2025	E. Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Board of Finance



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Burlington, VT 05401
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www.burlingtonvt.gov/dpw

MEMORANDUM

To: Board of Finance and City Council
Fr: Laura Wheelock, P.E., City Engineer – Div. Director of Technical Services
Peter Procaccio, P.E., Sr. Public Works Engineer
CC: Chapin Spencer, Director of Public Works
Ashley Parker, Capital Program Director
Megan Moir, Div. Director – Water Resources
Brian Pine, Director of Community and Economic Development Office

Re: **Great Streets Main Street – Sewer Budget**
Date: March 24, 2025 (Board of Finance & City Council)

I. SUMMARY OF REQUESTS

The Department of Public Works (DPW) is seeking Board of Finance recommendation and City Council authorization to:

1. Execute Contract Amendment with SD Ireland Brothers
2. Execute Budget Amendment

II. PROJECT BACKGROUND & CONSTRUCTION UPDATE

The public vote in March 2015 authorized the initiative's first efforts in the City's Downtown Tax Increment Financing (DT-TIF) District by supporting the borrowing of \$10,000,000 to make new investments in downtown public infrastructure to ensure that Burlington residents have a downtown that is a vibrant, walkable and sustainable urban center. Voters additionally supported the Great Streets Main Street Project at the March 2022 Town Meeting Day public vote with support to secure an additional \$25,920,000 in debt, matching the Vermont Economic Progress Council (VEPC) approved borrowing amount of \$35,920,000. In August 2022, the City then issued Bond Series 2022B in the original principal amount of \$30,120,000, with \$4,261,971 in Premiums received, to support the improvements associated with the Great Streets Main Street project. In March of 2024 the City received authorization from VEPC for the updated project scope and full amount of proceeds and premiums issued with the Bond.

Re: **Great Streets Main Street Contract Amendments**

Construction commenced on February 5, 2024, and has been focused on replacing sewer and water mains between Pine Street and S Union Street; as well as placing new sewer for the Ravine Sewer bypass. Work to place the new 48" pipe has been challenging with the depth of the pipe ranging from 13' to 27' below grade, confined rights of way, aging surrounding infrastructure, overhead utilities, and historic adjacent properties.

Upcoming work for this season will include replacement of the water main along Main Street, installation of stormwater detention vaults along the north side of Main Street, and continuing the installation of the Ravine Sewer bypass. Additionally, the project's streetscape elements and paving will likely begin during the 2025 construction season. The project has an overall contract completion in late 2026.

Reducing the impact of this project on adjacent businesses and downtown overall remains a major focus of our efforts. To-date DPW has engaged in:

- Weekly emails to businesses detailing upcoming work, closures, planned detours, & available parking
- Maintenance of a project website for public access to project status
- Direct outreach to impacted businesses & residences to gather feedback and share project status

Additional project information can be found on the website: greatstreetsbtv.com

III. CONTRACT AMENDMENT WITH S.D. IRELAND BROTHERS CORPORATION

During the work, the age and condition of the Main St sewer between 227 Main Street and South Union is such that it needs to be added back into the project for replacement. If not replaced, this failing sewer will present a significant future risk of damaging the Great Streets improvements downstream and made as a part of the project. The streetscape work limits of the Main Street Great Streets project do not extend this far east, therefore this sewer is considered to be non-participating and are thus are not eligible to utilize DT-TIF funds and shall be covered by Water Resources Capital funds.

The Board of Finance and City Council previously authorized contract and budget amendments with S.D. Ireland for the sewer replacement from 227 Main Street to South Union Street at their July 8, 2024 and July 25, 2024 meetings in the amount of \$291,615. However, the previous approval did not include the costs of abandoning the decommissioned sewer or maintenance of traffic control with flaggers. Sewer abandonment is typically incidental when a sewer is replaced along the same alignment, however in this case, the alignment is moving and the cost of abandonment needs to be accounted for separately. Additionally, traffic control costs have been added to this scope as it's been a key element for helping the public navigate the Main Street project and should be added for this incremental work. The revised cost of this sewer main replacement is \$357,947 which includes contingency. A revised cost authorization, budget, and contract amendments are required to approve this additional amount of \$66,332.

This change will increase the current contract with S.D. Ireland Brothers Corporation by \$33,791 and hold \$32,541 as project contingency (10% of the total cost of work).

IV. PROJECT FINANCIALS

To date the Main Street project has expensed approximately 54% of the previously approved contract total. The project is tracking significant use of contingency funds to mitigate some of the challenges encountered with ravine sewer bypass construction and unforeseen need/use of flaggers in the downtown core. The known/estimated contingency costs are approximately 86% of the previously approved amount or approximately \$2,200,000. Deep utility excavation work is often where the greatest financial risk lies, so it is not unexpected that we have had to utilize this contingency to-date. DPW is closely tracking these items and other project variables to work to keep the project within budget.

To restore some streetscape elements that were removed when construction bids came in high, the project team is collaborating with the Clerk/Treasurer's Office Grant Team to apply for grants. A Downtown Transportation Fund Grant was submitted in February that, if funded, seeks to add seating, bike racks, and a bus shelter back into the project.

Water Resources Funding

Wastewater capital funds will be used to fund costs that are not DT-TIF eligible for the replacement of the Main St sewer main from 227 Main to South Union St (\$357,947). The initial \$291,615 was already set aside from FY24 funds and is being held in Fund 862 project "Main St Great St." The additional \$66,332 of funding will come from the FY25 Wastewater capital expense line (480-19-425-000.9500) through a budget amendment to transfer funds to the Fund 862 (Wastewater Capital Fund) project.

An updated project budget is included in the attachments, including account details and projects.

V. MOTIONS

Board of Finance:

1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the contract, subject to City Attorney review and approval, with S.D. Ireland Brothers Corporation in the amount of \$33,791 bringing the total contract value up to \$26,543,720.62, and increase the previously authorized contingency funds by \$32,541 bringing the total to \$2,628,795.83 in contingency funds to be available to use toward any necessary future contract amendments needed to accomplish the construction work herein contemplated, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount not to exceed \$29,172,516 for the development of the design of the Great Streets Main Street project.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses in FY25 and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

Re: **Great Streets Main Street Contract Amendments**

City Council:

1. To authorize the Director of Public Works to execute an amendment to the contract, subject to City Attorney review and approval, with S.D. Ireland Brothers Corporation in the amount of \$33,791 bringing the total contract value up to \$26,543,721.26 and increase the previously authorized contingency funds by \$32,541 bringing the total to \$2,628,795.83 in contingency funds to be available to use toward any necessary future contract amendments needed to accomplish the construction work herein contemplated, and further authorize execution of any such necessary amendments upon review and approval by the City Attorney's Office, for a total authorized amount of \$29,172,516.09 for the development of the design of the Great Streets Main Street project.
2. To authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses in FY25 and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

VI. ATTACHMENTS

- A. Project Budget

Attachement A
Project Budget

GS - Main Street

NEW WORLD Project Name: 853 Main St

Project Manager: Madeline Suender
Project Supervisor: Laura Wheelock
Last Updated: 3/18/2025

G/L NUMBER AND NAME	Detailed Project Name	NOTES		Total
REVENUE:				
853-19-700.4990_236	853 MAIN ST, DT TIF - Capital	DT TIF VA BOND - Construction		\$23,391,722.00
853-19-700.4990_236	853 MAIN ST, DT TIF - Capital Premiums	DT TIF VA PREMIUMS		\$4,261,971.06
853-19-700.4990_236	853 MAIN ST, DT TIF - Public Art	Public Art		\$500,000.00
853-19-700.4990_236	853 MAIN ST, DT TIF - Ravine Sewer	Ravine Sewer		\$6,228,278.00
843-19-700.4875_130	842 Street Reconstruction - Paving	Street Capital		\$546,477.03
861-19-700.4990_460	861 Water Capital Projects	Water Capital		\$105,000.00
862-19-700.4990_480	862 Wastewater Capital Projects	Wastewater Capital		\$357,947.00
			Subtotal	\$35,391,395.09
EXPENSES:				
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	Design consultant - (Main St. & Ravine)	VHB/Agency/DG	\$2,545,677.00
		Redesign	VHB/Agency/DG	\$128,274.00
		Water/Sewer Special Inspection	VHB/Agency/DG	\$182,400.00
		QEP Inspection	VHB/Agency/DG	\$304,137.00
853-19-700.9500_236	853 MAIN ST, DT TIF - Public Art	Public Art (Design& Construction)	Nancy Winship Milliken, WOWHAUS, Pixel Patch Creative, Lydia Kern Studio	\$500,000.00
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	Street Lighting (Decorative)	BED MOU	\$549,810.00
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	RE and Outreach Consultant	EIV Fee with Contingency	\$1,800,000.00
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	RE and Outreach Consultant	EIV Amendment #1	\$298,974.00
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	Construction Road/Utilites	SD Ireland	\$14,865,588.17
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital Premiums	Construction Road/Utilites	SD Ireland	\$4,261,971.06
853-19-700.9500_236	853 MAIN ST, DT TIF - Ravine Sewer	Ravine Sewer	SD Ireland	\$6,228,278.00
843-19-700.8040_840	842 Street Reconstruction - Paving	Paving	SD Ireland	\$546,477.03
861-19-700.9500_110	861 Water Capital Projects	Water	SD Ireland	\$105,000.00
862-19-700.9500_110	862 Wastewater Capital Projects	Sewer	SD Ireland	\$357,947.00
		Contingency	10% (Design/BED/RE/Const)	\$ 2,628,795.83
Subtotal				\$35,303,329.09

Board of Finance and City Council Submission Checklist

Laura Wheelock, Peter Procaccio

Department: Public Works Submitter: Megan MoirTitle/Subject: Main St - Sewer Budget

	Approval:	Meeting Date:
☐	Board of Finance	
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/17/2025	Chapin Spencer
Mayor's Office informed and approved memo	Yes	3/19/2025	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/14/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Main St - Sewer Budget
Contract Attached, if applicable?	No	Contract subject to review by City Attorney
Additional Materials, if necessary	Yes	Project Budget
Draft Resolution or Motion?	Yes	Motions - Memo
If for submission to Council, are sponsors identified?	Yes	Board of Finance



OFFICE OF THE CLERK TREASURER

City of Burlington

City Hall, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

To: Board of Finance and City Council
From: Katherine Schad, Chief Administrative Officer
Date: March 24, 2025
Subject: Reclassification of Associate City Clerk

Executive Summary

We propose reclassifying the Associate City Clerk position in the Clerk/Treasurer's Office as summarized below. This change is primarily to shift responsibility for overseeing the day-to-day tasks of the team of four Customer Service Associates. The position will remain a Regular, Full-time, Non-Exempt, AFSCME position and is now a Grade 17.

Background

Historically the Customer Service Associate positions in the Clerk/Treasurer's Office have been supervised by the Assistant City Clerk. In December 2021, however, as part of a larger CT reorganization, the Operations Manager was put in charge of the Customer Service Associates. One of the goals of that change was to develop policies, manuals, and standard operating procedures for the wide variety of tasks that the front desk staff of the Clerk Treasurer's office is responsible for and to ensure that all associates receive standard training and provide consistent, high-quality services. That goal has now been achieved and this change is requested primarily in order to help the City to improve revenue collections.

Currently the Operations Manager splits their time between overseeing the day-to-day tasks of the Customer Service Team and collecting the City's largest sources of revenues - property taxes, gross receipts, local option taxes, franchise fees, and payment in lieu of taxes/fees for services. By turning over the responsibility for overseeing the Customer Service Team to the Associate City Clerk, the Operations Manager will be able to increase collections for the City and improve communications and the overall experience for residents regarding property taxes.

The Associate City Clerk will communicate and monitor priorities and workload with customer service staff to verify all deadlines and objectives are met. They will also train, mentor, and develop team members to ensure they have the necessary competencies to perform. The Associate City Clerk will be supported by the Assistant City Clerk who will be the direct supervisor for the Customer Service Associates and will set priorities and plan workload to meet deadlines and achieve department objectives.

Financial Impact

Current Grade	Current Salary	New Grade	New Salary	Difference
16	\$67,540	17	\$71,815	\$4,275

The reclassification will result in an estimated annual salary increase of \$4,275. This additional cost will be offset by increased revenue, ensuring no budgetary impact.

Motions

Board of Finance Motion:

- To approve and recommend that the City Council approve and authorize the reclassification of the Associate City Clerk, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position.

City Council Motion:

- To approve the reclassification of the Associate City Clerk, a Regular, Full-time, Non-Exempt, AFSCME, Grade 16 position to a Regular, Full-time, Non-Exempt, AFSCME, Grade 17 position.

City of Burlington Job Description

Position Title: Associate City Clerk

Department: Clerk/Treasurer's Office

Reports to: Assistant City Clerk

Pay Grade: 16

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

Remote Work Rating: Tier 2

General Purpose: This position is responsible for achieving all Clerk/Treasurer's office requirements ~~related to~~including vehicle for hire licensing, voter registration, general office administration, ~~and~~ election support, and overseeing the day-to-day taskwork of the customer service team. ~~Secondarily, this position also has the responsibility of serving as the Presiding Officer of Elections and providing support to the customer service team as needed.~~

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Oversees all non-airport taxi licensing related issues and processes license requests. Receives taxi complaints and assists in preparation of materials for regulatory committee and board adjudication.
- Serves as staff support to the Taxi Licensing Board and any of its committees. Prepares all related meeting agendas. Records, transcribes, and distributes meeting minutes.
- Processes voter registration applications.
- Serves as back-up staff support to the Board for Registration of Voters.
- Assists in all processes related to absentee ballots including taking requests, sending and receiving ballots, preparing reports, filing and proofreading ballot filing. Serves as staff support for absentee ballot processing sessions before Election Day.
- Assists in preparing and proof reading election calendars, legal notices and ballots. ~~h~~
- Assists in verifying candidate and ballot question petitions.
- Assists in administering all aspects of elections including but not limited to: scheduling, staffing needs (recruitment, training, and compensation of election workers), appointing officials, ballot preparation, reserving polling places, assuring proper signage and public warnings, equipment and supplies (order, test, and organize), certification of results, etc.
- Assists in setup and inspections of polling places prior to elections and providing support to polling places on Election Day.
- Assists in preparing and reporting election results.
- Oversee day-to-day tasks and workflowwork of Customer Service Associates ensuring that the Clerk/Treasurer's Office front desk is fully staffed and functions well with

consistent delivery of services to the public.:

- Communicate and monitor priorities and workload with customer service staff to verify all deadlines and objectives are met.
- Train, mentor, and develop team members to ensure they have the necessary competencies to perform. This includes leveraging the strengths of team members, helping clarify roles and responsibilities and identifying training needs in order to maximize staff potential.
- Assist in the recording, indexing, retention, restoration, safeguarding, and storage of vital records, including vital statistics, land records, election records, and other official City government records in accordance with State laws.
- Oversee general office management including coordinating department records storage, processing mail, and ordering office supplies.
- Schedules Contois Auditorium and City Hall meeting spaces as needed. Coordinates security and door programming and HVAC programming for after-hours meetings.
- Serves as Presiding Officer of Elections in the Assistant City Clerk's absence.
- Serve as back-up Customer Service Associate as necessary.
- Researches, compiles and organizes information for use by supervisor, other departments and outside agencies.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Associate's degree and two years similar experience, preferably in public sector clerk's office required.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Election experience strongly preferred.
- Knowledge of office practices and procedures, including filing systems, mathematics, report and letter writing.
- Ability to establish and maintain positive relations with co-workers, supervisor, staff, public officials, election volunteers, general public and other departments.
- Ability to appropriately deal with stress such that it does not interfere with performing job duties and functions.
- Ability to learn and maintain knowledge of the purpose, objectives, legal requirements, operations, policies and procedures for area of assignment.
- Ability to operate proficiently basic office equipment.
- Ability to operate in a Windows based operating environment using Microsoft Office products for word-processing, spreadsheets and database software required.
- Ability to independently plan, organize and coordinate workload and to meet deadlines.
- Ability to assume administrative responsibility for a departmental area and carry out tasks with minimal instruction.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work nights and weekends required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

- x seeing	- x ability to move distances within warehouses and offices
color perception (red, green, amber)	- x lifting (specify 25 pounds)
- x hearing/listening	- x carrying (specify 25 pounds)
- x clear speech	- x climbing
- x touching	- x driving
- x dexterity x hand x finger	ability to mount and dismount forklift
reading basic	- x pushing/pulling
- x reading complex	shift work
math skills basic	moving objects
- x math skills complex	pressurized equipment
writing basic	extreme heat
- x writing complex	extreme cold
- x analysis/comprehension	high places
- x judgment/decision making	noise
- x clerical	fumes/odors
- x inside	- x dirt/dust
outside	hazardous materials
- x works alone	- x electrical equipment
- x works with others	mechanical equipment
- x face to face contact	
- x verbal contact w/others	

<u>-</u>	<u>Task/Skill/ Ability</u>	<u>Frequency</u>	<u>-</u>	<u>Task/Skill/ Ability</u>	<u>Frequency</u>
<u>X</u>	<u>Seeing</u>	<u>Constant</u>	<u>-</u>	<u>Ability to lift and Carry, push or pull</u>	<u>-</u>
<u>X</u>	<u>Color perception (red, green, amber)</u>	<u>Constant</u>	<u>-</u>	<u>0 – 5</u>	<u>Frequent</u>
<u>X</u>	<u>Hearing/listening</u>	<u>Constant</u>	<u>-</u>	<u>5 -10lbs</u>	<u>Occasional</u>

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<u>X</u>	<u>Clear speech</u>	<u>Constant</u>	<u>-</u>	<u>X</u>	<u>10 - 25lbs</u>	<u>Occasional</u>
<u>X</u>	<u>Touch/ Dexterity -</u>	<u>Constant</u>	<u>-</u>	<u>-</u>	<u>25 - 50lbs</u>	<u>-</u>
<u>X</u>	<u>Hand</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50 - 75lbs</u>	<u>-</u>
<u>X</u>	<u>Finger</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>75+ lbs</u>	<u>-</u>
<u>X</u>	<u>Reading -</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>Analysis/ Comprehension</u>	<u>Constant</u>
<u>-</u>	<u>Simple</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>Judgment/ decision making</u>	<u>Constant</u>
<u>-</u>	<u>Basic</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>Utilization of pressurized equipment</u>	<u>-</u>
<u>X</u>	<u>Complex</u>	<u>Frequent</u>	<u>-</u>	<u>-</u>	<u>Moving objects</u>	<u>-</u>
<u>X</u>	<u>Writing -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>high places</u>	<u>-</u>
<u>-</u>	<u>Simple</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>fumes/odors</u>	<u>-</u>
<u>-</u>	<u>Basic</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>hazardous materials</u>	<u>-</u>
<u>X</u>	<u>Complex</u>	<u>Frequent</u>	<u>-</u>	<u>X</u>	<u>dirt/dust</u>	<u>Occasional</u>
<u>-</u>	<u>Mathematics</u>	<u>-</u>	<u>-</u>	<u>X</u>	<u>Vehicle/equipment operation</u>	<u>Occasional</u>
<u>-</u>	<u>Simple</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>Basic</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>Complex</u>	<u>Frequent</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>Walk or move over distances under own power</u>	<u>Frequent</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>within offices/ building or even terrain)</u>	<u>Constant</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>outdoors or uneven terrain</u>	<u>Occasional</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>Work alone, under minimal supervision</u>	<u>Frequent</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>Work directly and indirectly with others</u>	<u>Frequent</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>Verbal contact with others</u>	<u>Constant</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>X</u>	<u>Face-to-face contact</u>	<u>Frequent</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>Work outdoors in -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>extreme heat</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>extreme cold</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>other adverse weather conditions</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

<u>Never</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<u>0%</u>	<u>1-33%</u>	<u>34-66%</u>	<u>67-100%</u>
<u>0%</u>	<u>equal or less than 2.6 hours</u>	<u>2.7 -5.2 hours</u>	<u>equal or greater than 5.3 Hours</u>
<u>* all times and %s are based on a the assumption of an 8 hour shift schedule</u>			

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Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

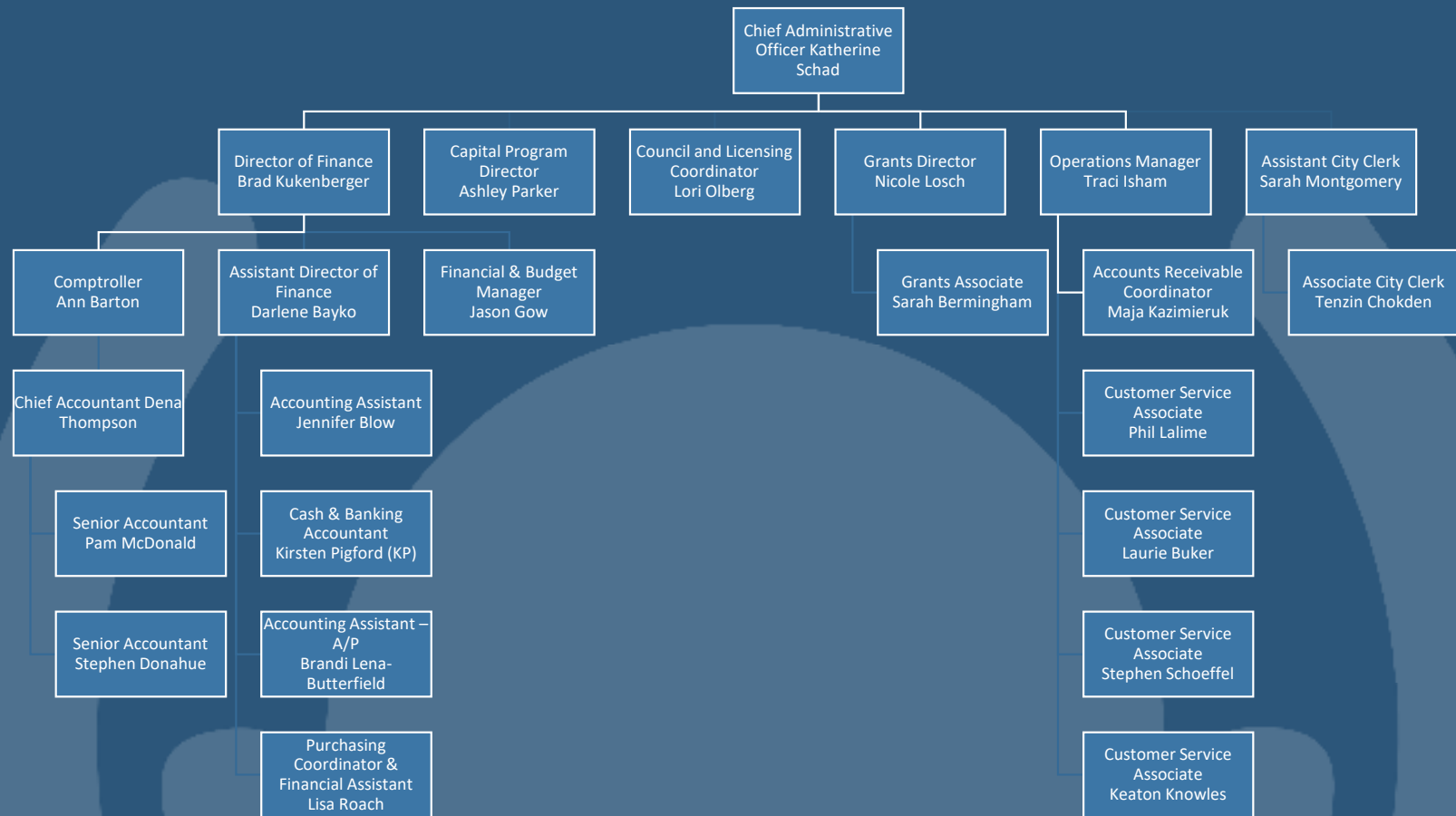
Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created August 2021
Revised October 2022
Revised January 2023 with Remote Work Rating
Revised March 2025

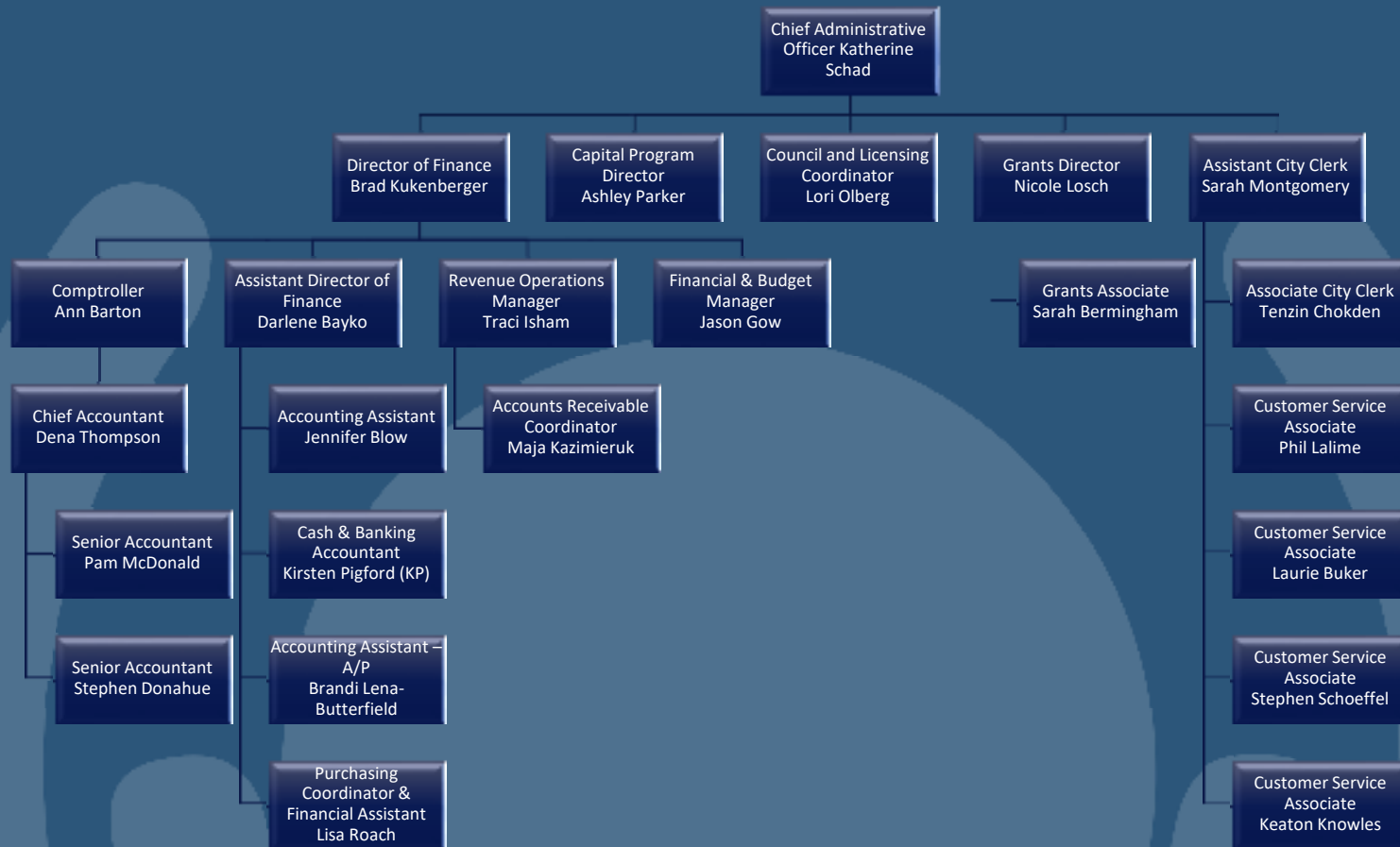
CLERK TREASURER'S OFFICE ORGANIZATIONAL CHART

FEBRUARY 2025



CLERK TREASURER'S OFFICE ORGANIZATIONAL CHART

MARCH 2025





**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
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802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Board of Finance/City Council

FROM: Caleb Manna, Associate Public Works Engineer

DATE: March 24, 2025

CC: Chapin Spencer, Director of Public Works
Corey Mims, P.E., Senior Public Works Engineer
Laura Wheelock, P.E., City Engineer - Division Director
Jack Keller, P.E., Public Works Engineer

RE: CY25 Paving Contract – Authorization to Award

Request

The Department of Public Works (“DPW”) seeks approval and authorization from the Board of Finance and City Council to execute a construction contract with S. D. Ireland Brothers Corporation (SDI) for the Calendar Year (“CY”) 2025 Paving Contract in the amount of \$1,419,423.75 with an additional \$170,330.85 (~12%) in contingency funds, totaling \$1,589,754.60.

Summary

The paving contract consists of mill and fill street paving, installation and replacement of traffic calming features, line striping, lowering and raising catch basins, adjusting manhole structures, and adjusting water valves throughout the project streets. Additionally, as part of the City’s commitment to accessibility and inclusivity, the CY25 Paving project will make progress toward the City’s ADA Transition Plan. This includes ensuring that all adjustments and updates to curbs and sidewalk ramps at crosswalks adhere to ADA guidelines. Scope of work for the paving contract is broken out into three categories, Mill/Fill Streets, Traffic Calming and Pedestrian Improvement Streets, and Patching Streets.

Mill and Fill Streets: This work will involve milling off the top course of pavement and applying a new top course to the road.

DPW is prepared to move forward with its Calendar Year 2025 Paving, which involves a 1.5” mill and fill along the following streets:

<u>Street</u>	<u>Limits</u>	<u>Length (miles)</u>
<i>Archibald Street</i>	Walnut St.-N. Willard St.	~0.37
<i>Walnut Street</i>	Archibald St-Spring St	~0.02
<i>Pearl Street</i>	Battery St.-S. Winooski Ave.	~0.37
<i>College Street</i>	Hungerford Ter.-S. Williams St.	~0.21
<i>Cliff Street</i>	S. Willard St.-S. Prospect St.	~0.22
	Total	~01.19

Traffic Calming and Pedestrian Improvements: Additional traffic calming features will be installed on the streets listed below. Traffic calming features used on the project will consist of raised intersections, speed tables, intersection bump outs, and crosswalk improvements.

<i>Ethan Allen Parkway</i>	North Ave-Gazo Ave	Speed tables and pedestrian crossings
<i>Archibald St</i>	Spring St.-N. Willard St.	Speed tables and bump outs at select crosswalks

Patching Streets: Patching work involves repairing small section of damaged or deteriorated road surfaces. This process includes milling the deteriorated surface and keying in the new pavement to ensure a longer life for the patched section. After assessing the extent of the damage, the affected area is removed and prepared for new asphalt or other paving material. Finally, the patched area is carefully applied and compacted to ensure a smooth and durable surface, restoring the road's integrity and safety.

Battery St, Loomis St, Pine St, S. Union St, Arlington Ct, Ethan Allen Parkway

Background

The CY25 Paving Contract was generated and bid prior to the City passing the recent GO Bond in early March. This 1.19 mile contract is developed based on the known funding at that time. DPW staff are working to develop a larger coordinated paving plan for 2026 that would begin utilizing the voter-approved bond funding. Not trying to rush through an expanded paving program in CY25 gives more time to coordinate utility, traffic calming, bike/pedestrian, accessibility upgrades with the expanded paving work.

Additionally this spring the remaining funds from CY 24 Paving Contract are being utilized for pavement resurfacing on RT 127 (The Beltline), between Manhattan Drive and North Beach Exit.

The Burlington Street network consists of over 96 miles of accepted streets. These roads are classified as Primary/Arterial, Secondary/Collector and Tertiary/Residential. Each street type has a different anticipated lifespan generally based on average daily traffic volumes and historic paving records. In order to keep pace with the anticipated lifespan of the Burlington Street network a minimum of 4.1 miles of Burlington maintained roadway needs to be paved annually.

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	City Roadway Length (Miles)	Estimated Roadway Lifespan (Years)	Minimum Paving Per Year Based on Estimated Lifespan (Miles)
Primary	20.6	15	1.4
Secondary	23.2	20	1.2
Tertiary	46.2	30	1.5
Class I (VTrans)	6.6	VTrans Maintained (~12 year paving cycle)	
Total	96.8		4.1

Currently the city has over 10 miles of roads with Pavement Condition Index (PCI) values below acceptable values. In order to correct this Burlington would need to pave more than the minimum 4.1 miles annually. Without additional funding the Burlington paving program will fall further behind in the necessary maintenance of our City street network. Like most assets the longer we wait the more costly the repairs and subsequent funding need will be.

There are a number of factors DPW Staff consider when selecting streets to pave and patch. Often prioritizing streets which are in the worst condition; pavement condition is assessed and statistically tracked with the annual pavement condition index (PCI). The PCI serves as an important metric for evaluating the state of road infrastructure. It provides valuable data for prioritizing maintenance and repair efforts, aiming to ensure safe and efficient travel for residents and visitors alike.

DPW Staff also use traffic volume or average daily traffic is also used in prioritizing streets for paving; streets which have high traffic volumes are more prone to wear and tear and service a large volume of the public. In addition, coordination with other projects (public and private) helps drive which streets are selected. Streets chosen for patching are those that have isolated issues which could be maintained or extend the life through smaller-scale preventative maintenance.

Funding for Project

DPW is seeking to create the following Capital Project Budget for the CY25 Street Reconstruction Program from the following funding sources, see Attachment-1:

- 1) \$1,347,842.44 in Street Capital Funds: \$397,842.44 from FY25 and \$950,000 from FY26 funds will be identified under the FY26 budget documents. This includes ~12% contingency for street reconstruction work.
- 2) \$166,912.16 in Transportation Capital. This includes ~12% contingency.
- 3) \$75,000 in VTrans Small Scale Bike Ped Grant (CA0862 which was approved by City Council on 10/28/2024).

The total available funds to be used towards the contract is \$1,589,754.60.

*Additionally, the City is planning to submit an application for the annual VTrans Town Highway Class 2 Roadway Grant for work on Pearl Street under this contract. If awarded the grant has historically been in the range of \$175,000 to \$200,000. This grant would

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assist in offsetting some of the Street Capital costs for paving of Pearl Street.

This CY25 Paving contract was developed and bid in advance of the GO Bond.

With recent voter approval of the \$20 million dollar GO Bond, annual mileage for street reconstruction is expected to increase next Fiscal Year when funds are received, in an effort to increase our mileage to the sustainable goal of ~4 miles/year. DPW staff is working on a 4-year forecasting street list of future paving to be completed between FY26-FY29.

The annual paving contract is largely funded out of availability from Street Capital, and is supplemented by aid from State grants available for transportation and complete streets.

DPW plans to apply for a State of Vermont Town Highway Grant by April 15, 2025 specific to improvements on Pearl Street, between Battery Street and S. Winooski Ave. In the event DPW is not successful in securing this grant, funding from Add Alt 1 will be applied to Pearl Street for the base bid.

Contractor Bid/Selection

This year's invitation for bids resulted in two qualified bids being submitted; Engineers Construction Inc. (ECI), S.D. Ireland Brothers Corporation (SDI), see Table-1. The values shown in Table-1 are the audited bids of the bidders.

Table 1 – Bids Results for Construction Contract

Contractor	Base Bid Tab-1 Paving Work	Add Alt 1 Cliff St	Add Alt 2 Patching	Add Alt 3 Ethan Allen Parkway	Total Bid
ECI	\$1,441,921.5	\$132,278.5	\$98,923.5	\$151,588.5	\$1,824,712.0
SDI	\$1,069,931.75	\$123,10.00	\$86,245.00	\$140,147.00	\$1,419,423.75

Based on the bids received, DPW Staff recommends awarding the CY25 Paving contract to SDI. The contract to be awarded to SDI is \$1,419,423.75 as the lowest responsible bidder. DPW Staff are also requesting authorization to use an additional \$170,330.85 (~12%) in contingency funds. Combined the total requested amount is \$1,589,754.60.

Attachments

1. CY25 Paving project budget.

Questions

Thank you for your consideration of these requests. If you have any questions, please feel free to contact:

Caleb Manna: cmanna@burlingtonvt.gov, (802) 503-2358

Jack Keller: jkeller@burlingtonvt.gov, (802) 829-6046

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Motions

Board of Finance:

1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY25 paving project budget, in the amount of \$1,419,423.75, with an additional \$170,330.85 in contingency funds, equaling a total authorized expenditure of \$1,589,754.60 for the projected construction costs to complete the CY25 Paving project.
2. To approve and recommend the City Council authorize the Director of Public Works, or their designee, to execute a construction contract with S.D. Ireland Brothers Corporation. for the CY25 Paving project in the amount of \$1,419,423.75, with an additional \$170,330.85 in contingency funds, equaling a total authorized expenditure of \$1,589,754.60, subject to the final review and approval by the Office of the City Attorney.

City Council:

1. To authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources, as further detailed in the attached CY25 paving project budget, in the amount of \$1,419,423.75, with an additional \$170,330.85 in contingency funds, equaling a total authorized expenditure of \$1,589,754.60 for the projected construction costs to complete the CY25 Paving project.
2. To authorize the Director of Public Works, or their designee, to execute a construction contract with S.D. Ireland Brothers Corporation. for the CY25 Paving project in the amount of \$1,419,423.75, with an additional \$170,330.85 in contingency funds, equaling a total authorized expenditure of \$1,589,754.60, subject to the final review and approval by the Office of the City Attorney.

Attachment -1

Project:	842 Street Reconstruction Program			
Project Manager:	Jack Keller			
Last Updated:	13-Mar-25			
N/W Account Code:	842-19-700-770			
Description:				

FUNDING SOURCES:		FY25	FY26	Total
842-19-700-770.4990_840	Street Capital	\$ 397,842.44	\$ 805,588.31	\$ 1,203,430.75
842-19-700-770.4990_840	Street Capital Contingency (12%)		\$ 144,411.69	\$ 144,411.69
841-19-700.4990_800	Transportation Capital	\$ 100,457.00		\$ 100,457.00
841-19-700.4990_800	Transportation Capital Contingency (12%)	\$ 12,054.84		\$ 12,054.84
843-19-700.4990_800	Transportation Capital (Ethan Allen Parkway)	\$ 40,536.00		\$ 40,536.00
843-19-700.4990_800	Transportation Capital (EAP) Contingency (12%)	\$ 13,864.32		\$ 13,864.32
843-19-700.4875_135	VTrans Small Scale Bike Ped Grant	\$ 75,000.00		\$ 75,000.00
Total Project Funding Sources:				\$ 1,589,754.60

842-19-700-700.4875_130	TH Grant (for work on Pearl Street)*		\$ 175,000.00	\$ 175,000.00
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*Potential additional funding. Application Spring 2025, pending grant award

Project Budget Expenses:	Line Item		Total
842-19-700-770.8040_840	Street Capital		\$ 1,203,430.75
842-19-700-770.8040_840	Street Capital Contingency (12%)		\$ 144,411.69
841-19-700.9500_800	Transportation Capital		\$ 100,457.00
841-19-700.9500_800	Transportation Capital Contingency (12%)		\$ 12,054.84
843-19-700.9500_800	Transportation Capital (Ethan Allen Parkway)		\$ 40,536.00
843-19-700.9500_800	Transportation Capital (EAP) Contingency (12%)		\$ 13,864.32
843-19-700.9500_100	VTrans Small Scale Bike Ped Grant		\$ 75,000.00
Current Project Expenses:			\$ 1,589,754.60

842-19-700-700.4875_130	TH Grant (for work on Pearl Street)*		\$ 175,000.00	\$ 175,000.00
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*Potential additional funding. Application Spring 2025, pending grant award

Board of Finance and City Council Submission Checklist

Department: Department of Public Works Submitter: Caleb Manna

Title/Subject: CY25 Paving Contract

	Approval:	Meeting Date:
☒	Board of Finance	3/24/2025
☒	City Council	3/24/2025
☐	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/18/25	Chapin Spencer
Mayor's Office informed and approved memo	Yes	3/19/2025	Erin Jacobson
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/13/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Checked by C. Spencer
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Project Budget
Draft Resolution or Motion?	Yes	In Memo
If for submission to Council, are sponsors identified?	Yes	BOF

Resolution Relating to

ALLOCATION OF BOND PROCEEDS FOR PUBLIC
IMPROVEMENTS – ROCKPOINT BRIDGE PROJECT

RESOLUTION _____
Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, at the special meeting held November 8, 2016, the voters of the City authorized the City Council to issue general obligation bonds in a principal amount not to exceed Twenty-Seven Million, Five Hundred Seventy-Three Thousand, Five Hundred Eight Dollars and 00/100 (\$27,573,508.00) for the purpose of funding capital improvement infrastructure projects of the City and its departments in furtherance of the City's Ten Year Capital Plan (the “November 2016 Bond Vote”); and

WHEREAS, pursuant to such November 2016 Bond Vote, City Charter Section 62, and City Council authorizing resolutions, the City issued General Obligation Public Improvement Bonds, Series 2019A (the “Series 2019A Bonds”); and

WHEREAS, the City has certain funds available from such bond issuances for which the City seeks to allocate to the replacement and realignment of the Rockpoint Bridge project, which is located along Rock Point Road and spans the Burlington Bike Path; and

WHEREAS, the Rockpoint Bridge project supports the City’s bike path, which was specifically identified as an important element of the City’s infrastructure under the City’s Ten Year Capital Plan and as identified and indicated at the time the Series 2019A Bonds were issued;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the allocation and expenditure of funds in the amount not to exceed not to exceed \$200,000.00, from any unspent proceeds and investment earnings from the Series 2019A Bonds to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney; and

BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, the Director of Finance, and the Assistant Director of Finance, are, and each one of them is, hereby authorized to execute and deliver such documents, records and certificates as to allocation and use of proceeds as advisable or necessary in connection with the Series 2019A Bonds or as may be recommended by Bond Counsel to the City.

City of Burlington Capital Program

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



MEMORANDUM

To: Board of Finance & City Council

Fr: Ashley Parker, Capital Program Director

Cc: Katherine Schad, CAO
Darlene Bayko, Assistant Director of Finance
Stephen Donahue, Senior Accountant
Chapin Spencer, DPW Director
Cindi Wight, BPRW Director
Laura Wheelock, City Engineer
Caleb Manna, Associate Public Works Engineer
Sophie Sauvé, PLA, BPRW Comprehensive Planner

Re: Authorization to Reallocate Identified Bond Proceeds to the Rockpoint Bridge Project

Date: March 24, 2025

Purpose

The City's Capital Program Team seeks approval and authorization to reallocate \$200,000.00 of identified unused capital bond proceeds from bond Series 2019A. The identified funds make up part of the remaining balance for the Bike Path Phase 3A (Perkins to Barge Canal) Construction project. This amount is no longer needed to complete and closeout the project, therefore the funds are recommended for reallocation to the Rockpoint Bridge project.

Rockpoint Bridge Project Background

The Rockpoint Bridge project involves the replacement and realignment of this bridge, which is located along Rock Point Road and spans the Burlington Bike Path, which is located in a railroad right of way owned by the State. The City holds a lease with the State which grants the City rights to construct, maintain, and use the Burlington Bike Path within the railroad right of way. The Rockpoint Bridge originally was constructed to provide access across the railroad right of way, and now that it has reached its useful life and needs to be replaced, the City has previously agreed to provide a replacement.

The Rockpoint Bridge replacement project received approval by the City Council September 19, 2023, with construction beginning in April 2024. The project encountered unexpected underground conditions that significantly impacted construction. Variations in the bedrock profile and soil stability required a redesign of the bridge abutments and wingwalls to ensure structural integrity and erosion control. These unforeseen challenges led to construction delays, additional design efforts, and increased costs. As a result, work was paused, and a revised plan incorporating modular block walls and gabion baskets was developed. Construction is now scheduled to resume in spring 2025, with completion expected by early August.

Review of Proposed Bond Reallocation

In an attempt to identify capital funding sources to be reallocated to the Rockpoint Bridge Project, the Capital Team reviewed many older projects, reviewed all associated bond documentation and project schedules, and consulted with the City's Bond Counsel. The Rockpoint Bridge project was previously identified for funding in bond series 2019A. As this project is also supporting the City's Bike Path that runs underneath the bridge, it is notable that bond series 2019A also had identified the bike path for funding. The applicable series of bonds were issued for projects that were in furtherance of the City's Ten Year Capital Plan.

The total amount proposed to be reallocated from the Bike Path project utilizing funds from Bond Series 2019A is \$200,000, and is expected to be sufficient to close out the Rockpoint Bridge project. The remaining funds in the Bike Path project are no longer needed for the project and need to be spent now.

At its March 6, 2025 meeting, the City's Capital Committee reviewed and approved the reallocation of from the Bike Path Phase 3A (Perkins to Barge Canal) Construction project (\$200,000), pending Bond Counsel review and approval of the Board of Finance and City Council.

Next Steps

The Capital Program Team requests the Board of Finance and City Council authorize the reallocation of the funds identified in this memo for the Rockpoint Bridge Project. The Grants Team has looked through all available funding sources for alternative options, and has learned that this project will not be eligible for any grant funding due to the bridge not being open to the public. The recommended reallocation is the best option for supporting this project, and also helps utilize remaining bond funds from previous issuances that need to be spent this fiscal year.

The Board of Finance and City Council will also be asked to review and authorize a change order for the Rockpoint Bridge project. The materials provided for that request will provide additional project information, including an overall project budget.

Recommended Motions

For Board of Finance –

Move to approve and recommend that the City Council approve the attached resolution authorizing the Mayor's Office, Chief Administrative Officer, or the City's Assistant Director of Finance to execute the reallocation of the identified Series 2019A bond proceeds, not to exceed \$200,000.00, to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney's Office.

For City Council –

To adopt the attached resolution authorizing the Mayor's Office, Chief Administrative Officer, or the City's Banking and Cash Operations Manager to execute the reallocation of the identified Series 2019A bond proceeds, not to exceed \$200,000.00, to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney's Office.

10385607_2:12576-00007

Board of Finance and City Council Submission Checklist

Department: CT Office Submitter: Ashley Parker

Title/Subject: Authorization to Reallocate Identified Bond Proceeds to the Rockpoint Bridge Project

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/18/2025	Katherine Schad
Mayor's Office informed and approved memo	Yes	3/18/2025	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/17/2025	Erik Ramakrishnan; Thomas Melloni
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motion Included in Memo; City Attorney's Office submitted Resolution
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

TO: Board of Finance & City Council

FROM: Laura Wheelock, P.E., City Engineer – Division Director Technical Services
Phillip Peterson, P.E., Senior Transportation Planner
Caleb Manna, Associate Public Works Engineer

CC: Chapin Spencer, Director of Public Works
Cindi Wight, Director of Parks, Recreation and Waterfront
Sophie Sauvé, PLA, BPRW Planning Division Director
Ashley Parker, Capital Program Director

DATE: March 24, 2025

RE: Rock Point Bridge – Authorization to Amend Construction Contract and
Proposed Budget Amendment

Request:

The Department of Public Works (DPW) and the Department of Parks, Recreation and Waterfront (BPRW) seek authorization from the Board of Finance and City Council to:

1. Affect all necessary budget amendments and transfers of funds from the sources identified in **Attachment A** as needed to amend the project budget in the amount of \$1,419,128.84 for the Rock Point Bridge Replacement Project, and to further authorize the use of an additional **\$200,000.00** in funds.
2. Amend a construction contract with Desroches Construction Services (DCS) in the amount of \$180,184.35, to increase the maximum limiting amount of the contract to \$1,164,315.35, and to amend the end term date to August 8th, 2025.

Background and Project Update:

The Rock Point Bridge project involves the replacement and realignment of the bridge, which is located along Rock Point Road and spans the Burlington Bike Path, which is located in a railroad right of way owned by the State. The Rock Point Bridge originally was constructed to provide access across the railroad right of way, and now that it has reached its useful life and needs to be replaced, the City has previously agreed to provide a replacement.

The City Council approved the construction contract and project budget at their September 18, 2023 meeting for replacement of the existing bridge.

The Rock Point Bridge replacement project, which began in April 2024, with an anticipated completion of summer 2024, encountered unexpected underground conditions that significantly impacted construction. Variations in the bedrock profile and soil stability required a redesign of the bridge abutments and wingwalls to ensure structural integrity and erosion control. These unforeseen challenges led to construction delays, additional design efforts, and increased costs. As a result, work was paused, and a revised plan incorporating modular block walls and gabion baskets was developed. Construction is now scheduled to resume in spring 2025, with completion expected by early August 2025.

The City continues to coordinate with project stakeholders, including BPRW, Rock Point Diocese, BSD, and DPW, to ensure successful project completion.

Contract and Amendment:

In September of 2023, the City and Desroches Construction Services (DCS) executed a construction contract in the amount of \$984,131.00 to replace the existing bridge at Rock Point. Due to delays in the project, material and labor costs from time of bid have increased between 5-10%. The increased unit costs will only be applicable to the remaining and adjusted quantities required to complete the project in 2025. The contract amendment in the amount of \$180,184.35 is required to allocate additional funding to address the additional scope of work and costs associated with the remaining work.

The maximum limiting amount to the contract will be amended to \$1,164,315.35. This amendment is also required to adjust the term date of the agreement to August 8th of 2025.

Funding for Project:

This project is funded 100% locally through the Capital Improvement Program (CIP). In March of 2025, DPW brought forward to the Capital Committee a request for additional funding to compensate for additional cost and added scope of work to the contract. In an attempt to identify capital funding sources to be reallocated to the project, the Capital Team reviewed many older projects, reviewed associated bond documentation and project schedules, and consulted with the City's Bond Counsel. Unused funds from Bond Series 2019A were found in the project budget for the Bike Path Phase 3A. BPRW no longer needs these funds to complete the Bike Path project, and as the Rock Point Bridge Project was also identified for funding through this Bond Series, the Capital Program Director recommended these funds be reallocated to support the Rock Point Bridge.

The City's Capital Committee reviewed this reallocation request at its March 6, 2025, meeting. It approved the request pending Bond Counsel review and approval of the Board of Finance and City Council. Bond Counsel has also reviewed this request, and provided a Reallocation Resolution as part of the Capital Program Director's Board of Finance/City Council request.

The initial project authorization of \$1,219,128.51 was approved at the City Council meeting on September 28, 2023. With Capital Committee support and approval of the additional \$200,000 for the Rock Point Bridge project, the Department of Public Works is requesting authorization of the amended budget for a total project budget of \$1,419,128.84

funded with the Bond Series 2019A proceeds noted above. A portion of this budget includes a contingency to account for unforeseen costs that may arise during project execution.

Thank you for your consideration of these requests. If you have any questions, please feel free to contact Caleb Manna (cmanna@burlingtonvt.gov, 802-503-2358), or Laura Wheelock (Lwheelock@burlingtonvt.gov, 802-338-2125).

Attachments:

A. Rock Point Bridge Funding Breakdown

Motions:

Board of Finance Action Items:

1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments to amend the project budget to total \$1,419,128.84 for the Rock Point Bridge Replacement Project.
2. To approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to amend an existing construction contract with Desroches Construction Services in the new maximum limiting amount of \$1,164,315.35

City Council Action Items:

1. To authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments to amend the project budget to total of \$1,419,128.84 for the Rock Point Bridge Replacement Project.
2. To authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to amend an existing construction contract with Desroches Construction Services in the new maximum limiting amount of \$1,164,315.35.

NW Project Name	842 Bridge Infrastructure - Rockpoint Bridge							
Project Manager:	Caleb Manna							
Last Updated:	14-Mar-25							
N/W Account Code:	842-19-700-772							
Description:	Rockpoint Bridge Replacement							
FUNDING SOURCES:								
CIP - FY19/FY20 funding	Fund 709	\$ 62,628.53						
CIP - FY21/FY22 funding	(800 Bond Proceeds, 2021, Annual CIP)	\$ 45,000.00						
CIP - FY21/FY22 funding	(800 Bond Proceeds, 2019, 10.5 million)	\$ 19,365.33						
FY 24 budget cycle	FY23 GO Bond Premiums	\$ 417,000.00						
Shelburne Roundabout	2019A	\$250,000.00						
Shelburne Roundabout	2018A	\$200,000.00						
BP 3A South - Construction	2019A	\$30,835.00						
Bike Path - BP Realignment-Const	2019A	\$48,423.67						
Other Capital - City Hall Park	FY20 Bond Premiums	\$68,901.93						
Washington Berry Street, Const Contr	FY20 Bond Premiums	\$34,361.72						
ROW DPW North Ave EA Pwy	FY17 Bond (\$8M)	\$11,697.51						
Interdepartmental Project, Lavalley Ln	FY19 Bond Premium	\$15,915.15						
Interdepartmental Project, Lavalley Ln	FY18 Bond (\$9M)	\$15,000.00						
FY25 Reallocation Bike Path Bond Funds	2019A	\$200,000.00						
Total Funding Sources:		\$1,419,128.84						
		\$1,419,128.84						
Project Budget Expenses:	Line Item	Total Expense						
	Professional and Consulting Services -Concept/Rating FY19	\$ 25,429.67						
	Professional and Consulting Services -100% Design	\$ 95,000.00						
	Professional and Consulting Services - Design Contingency	\$ -						
	Force Account - design	\$ 26,955.02						
		\$ -						
	Construction Contractual - Contractor	\$ 984,131.00						
	Change Orders 1-3	\$ 180,184.36						
	Contingency for Construction	\$ 70,000.00						
	Construction Contractual - RE Services - DPW Engineering fy25 to date	\$ 13,073.00						
	Construction Contractual - RE Services - DPW Engineering thru completion	\$ 12,350.00						
	Construction Contractual - RE Services - contingency	\$ -						
	Total	\$ 1,407,123.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Board of Finance and City Council Submission Checklist

Department: Department of Public Works Submitter: Caleb Manna

Title/Subject: Rock Point Bridge Contract and Budget Amendment

	Approval:	Meeting Date:
☒	Board of Finance	3/24/2025
☒	City Council	3/24/2025
☐	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/17/25	Chapin Spencer
Mayor's Office informed and approved memo	Yes	3/19/2025	Erin Jacobson
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/17/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/18/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	
Draft Resolution or Motion?	N/A	In Memo
If for submission to Council, are sponsors identified?	Yes	BOF/Capital Committee

City of Burlington Capital Program

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



To: Board of Finance and City Council

Fr: Ashley Parker, Capital Program Director

Cc: Kara Alnasrawi, Director of Business & Workforce Development
Katherine Schad, Chief Administrative Officer
Erin Jacobsen, Chief of Staff, Mayor's Office

Date: March 24, 2025

Re: Budget Authorization for Phase 1 of the Public Health & Safety Building Project

Overview:

On November 25, 2024, the City issued a Request for Qualifications (RFQ) for the “Site Feasibility Analysis & Design/Engineering for a Public Health & Safety Building”. As noted in the RFQ, the project is in response to multiple public safety issues affecting the City, including impacts to the City’s first responders, residents, businesses, and visitors. These issues include, but are not limited to, the following: multi-million dollar capital improvement needs at both 1 North Ave (Police Station) and 136 South Winooski Ave (Central Fire Station) and a City Council resolution from September 23, 2024, requesting urgent support for the public safety crisis around Substance Use Disorder and establishment of a “hub” in the downtown to build community trust and more immediate response to incidents. As well, improving the City’s holistic response to overlapping needs related to both public health and community safety is one of the Administration’s chief priorities for the Mayor’s first term.

This memo provides important background on the project need, RFQ process, consultant selection, approved funding for Phase 1 of the project, and next steps.

Background:

The Central Fire Station was built in 1926 and is a historic structure in the Main Street/College Street Historic District. It sits on 0.4 acres, is about 16,000 SF, and is three stories high. It currently serves as Fire Headquarters and continues to operate, but it has reached the end of its useful life in terms of programming and building systems. The Central Fire Station is one of five fire stations owned and operated by the City. Currently, the City’s Capital Program has identified \$2M in ongoing or planned projects that are needed to respond to critical deferred maintenance needs in the building. If the City were to look at renovating that space so that it meets the programming need of the City and its firefighters, it would cost at least \$4M.

The Police Station was built in 1938, was renovated to a more modern building in 1995, and is currently suffering from years of deferred maintenance. It sits on 1.4 acres, is about 30,046 SF, and is one story. The building no longer serves the needs of the existing Department or the

City of Burlington Capital Program

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



public, and has been a cause of low recruitment and retention. The City's Capital Program has identified almost \$3M in ongoing and planned projects that aim to improve the work environment for our officers. To make the existing space more usable for the Police Department and the general public, it would cost at least \$15M.

The Public Health & Safety Building project is also an opportunity to support a different public health services delivery model, namely through the establishment of a new division to address public health emergencies. The City's existing Public Health responders and support activities are spread across Departments and supported by external agencies, with the many sharing space at the Police Station. This includes a number of community support services and first responders, substance use disorder supports, victim advocates, homelessness support services, and the City's Urban Park Rangers. There is currently not enough space for those who are operating out of the Police Station, and there are expected efficiencies by bringing all of these different groups together in one dedicated space. This concept also pairs well with the City's 2019 Comprehensive Plan (planBTV), as it specifically references locating core functions of City government in the downtown, increasing consistency and coordination among departments and decision-making bodies, meeting the community's basic needs, and evolving in response to new and chronic challenges (among others).

The goals of this project are to consolidate all existing Public Health & Safety entities, give them space to do their work in the downtown core, make them more accessible to the community, and address the current structural deficiencies of the facilities while reconsidering the existing organizational construct. The new facility should provide a space for public health and safety to thrive in the downtown so the City can provide appropriate levels of service to ensure that residents, businesses, and visitors feel safe, secure and welcome. This facility should also be considered a long-term commitment to providing health and safety services in the City, while also serving as a hub where residents and visitors can connect with each other and those responders providing these important services.

RFQ & Contract Overview:

As stated previously, the RFQ for this project was issued November 25, 2024, with proposals due December 20, 2024. The RFQ asked respondents to provide responses across three different phases of work, and noted that the City would only be issuing a contract and notice to proceed on Phase 1. The Phases have been identified as the following:

Phase 1: Site Feasibility, Concept Design, & Community Engagement

Phase 2: Preliminary through Final Design/Engineering

Phase 3: Bid Documents through Construction Management

The City received seven proposals by the due date and time. A City review team was assembled to review all of the proposals, and this involved representatives across City Departments. The team consisted of: Ashley Parker, Capital Program Director (CT Office), Kim Bleakley, Central Facilities Manager (BPRW), Peter Procaccio, Senior Engineer (DPW), and Ingrid Jonas, Senior

City of Burlington Capital Program

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



Advisor on Community Safety (Office of the Mayor). All proposals were evaluated based on the following criteria: Experience, Qualifications, Understanding, Schedule, and Cost. The team then worked to coordinate interviews with the top four proposals – three were held on January 28th, and one on February 3rd. Each Design Team was asked to provide an overview of their basic philosophy for working on this project.

Dore & Whittier was the top ranked design team. The City Team found all proposals to be competitive, but the interview process allowed the Team to ask questions that provided additional insight into each respondent's philosophy and approach to the project. After the interviews, the City Team was excited by Dore & Whittier's "Community Forward" philosophy, their unique and interactive programming prioritization tool, their local knowledge and experience, desire for transparency, and a love of community and stakeholder engagement. A Notice of Intent to Award the contract to Dore & Whittier was submitted to all respondents on February 10, 2025.

Phase 1 will be the focus of this initial design contract, and will involve site feasibility, site selection, building programming and spatial needs, conceptual designs, and public outreach and engagement (including website content and management). The proposed contract is also drafted to anticipate Phase 2 as defined by the RFQ, which includes full design and permitting of the project. This will allow the City to enter into one contract, with agreement that there will be a future conversation around amending the maximum limiting amount of the contract pending negotiations around Phase 2 before or immediately after the conclusion of Phase 1.

Phase 1 Timing & Schedule:

Per the City's new Purchasing Policy, the final contract does not require Board of Finance or City Council authorization; it only requires Mayoral approval. Mayoral approval was received on March 12, 2025. The City Team does need Board of Finance and City Council authorization for the budget and funding allocation as detailed in the next section. Below is the tentative project schedule as defined in the RFQ. Given the City is a little late in issuing the contract, this schedule will likely be pushed back and will be negotiated with the contractor during the kick off meeting. The goal is to complete contract negotiations with the consultant, receive budget authorization from the Board of Finance and City Council (March 24, 2025), and kick off Phase 1 of the contract shortly thereafter.

Spatial Analysis and/or Draft Concept Design	April 2025
Completion of Site Feasibility	May 2025
Initiation of Public Outreach	June/July 2025
Selection of Preferred Concept	October 2025
Initiation of Phase 2	November 2025

As noted previously, the draft contract is being written to acknowledge the intent to enter into Phase 2 negotiations during or immediately after the completion of Phase 1. Phase 2 will cover

City of Burlington Capital Program

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



full design and permitting of the building project. This contract does not consider land acquisition, as that would likely require a different process with other entities.

Phase 1 Budget & Capital Funding Support:

The Dore & Whittier Phase 1 proposal cost estimate is \$151,145. Understanding there are a lot of unknowns with this project, the Capital Program Director is adding a contingency of \$48,855 for a total Phase 1 project budget of \$200,000.

There are remaining unallocated bond proceeds from FY24 Bond Series 2023A in the amount of \$318,811, and the Capital Program Director received support from the Capital Committee on February 20, 2025, to allocate \$200,000 from Bond Series 2023 A for Phase 1 of this project. Bond Series 2023A noted multiple civic buildings projects, including the Police Station, as funding recipients, so this funding allocation would fall in line with the intent of the FY24 General Obligation bond draw.

Proposed Phase 1 Project Budget	
Expense Budget	Amount
Dore & Whittier Phase 1 Cost Est	\$151,145
Project Contingency	\$48,855
Total Expense Budget	\$200,000
Revenue Budget	Amount
Bond Series 2023A (FY24)	\$200,000
Total Budget	\$200,000

This project is included in the current version of the 5-Year Capital Plan both as the Fire Station Consolidation project and as the Public Health & Safety Building project. The Capital Plan also has or is looking to fund \$5M in capital improvement projects at both the Police Station and the Central Fire Station that need to happen while we complete the Public Health & Safety Building project so that existing staff can work safely in the existing buildings. It would take at least an additional \$19M to fund full renovations of both spaces to make them fully usable by each Department and the community, it is even more important that the City makes a commitment to fund this effort which aims at creating more long-term solutions and efficiencies. A new space is extremely important to both of these groups (for recruitment and retention efforts), and it may provide other spatial opportunities for other City Departments and the community.

Next Steps:

At this time, the Capital Program Director is asking the Board of Finance and City Council to consider authorizing the budget for Phase 1 of the Public Health & Safety Building project, with a total project budget of \$200,000. The funding source to support this project budget will be unallocated bond proceeds from Bond Series 2023A (FY24). This authorization will also allow

City of Burlington Capital Program

CT Office | DPW | BPRW | I&T | BCA | CEDO | Public Safety



the Chief Administrative Officer to make all necessary budget amendments, including the transfer of funds.

Motions:

Board of Finance –

Move to approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and transfer of fund in the amount of \$200,000 from Bond Series 2023A in order to establish a project budget for Phase 1 of the Public Health & Safety Building.

City Council –

Move to authorize the Chief Administrative Officer, or her designee, to effectuate necessary budget amendments and transfer of fund in the amount of \$200,000 from Bond Series 2023A in order to establish a project budget for Phase 1 of the Public Health & Safety Building.

Encl: Dore & Whittier Proposal

To: Ashley Parker, Capital Program Director

Re: Site Feasibility Analysis & Design/Engineering for a Public Health and Safety Building

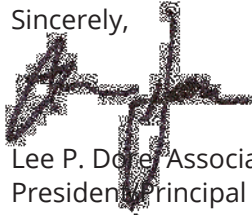
From: Lee P. Dore, President/Principal
Dore + Whittier Architects and Project Managers
212 Battery Street, Burlington, VT 05403
(802) 863-1428 x225
lpdore@doreandwhittier.com

We are pleased to be given your consideration as Designer for this important project to create a Public Health and Safety Campus for the City of Burlington.

Dore + Whittier is intimately familiar with the Fire Headquarters, as well as the other department's stations, having conducted the Consolidation Study for the department in 2018 and completed several needed repairs and upgrades since then. We also toured the Police Station and submitted a proposal a year ago to reconfigure space to accommodate Crisis Advocacy and Intervention Program staff and have recently submitted a proposal to update the Entrance Lobby at 1 North Avenue. We are aware of the many deficiencies and problematic issues with the City's public safety facilities that challenge personnel in the execution of their duties, pose health and life safety risks, and fall well short of accommodating the many and diverse needs of today's law enforcement, fire and rescue squads. You are wise to take the initiative towards mitigating these shortcomings and creating a pathway to enhancing the delivery of emergency services to the City now, and well into the future. And, the integration of other City departments into the overall program is a very sound, community service improvement objective.

We welcome your review of the attached materials and expect that you will find our credentials unrivaled, our references compelling, and our interest in this project—and our enthusiasm for it—obvious.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lee P. Dore', with a stylized flourish at the end.

Lee P. Dore, Associate AIA, LEED AP®
President/Principal

Please note: We received the document of RFQ Respondent Questions with City Responses issued on December 13, 2024 and take no objections to the provisions of the City's standard contract.

DORE + WHITTIER

260 Merrimac St, Building 7
Newburyport MA 01950
Office: (978) 499-2999

212 Battery St
Burlington VT 05401
Office: (802) 863-1428

Project Team for Site Feasibility Analysis & Design/Engineering for a Public Health and Safety Building

D+W Team	
Donald Walter	Principal in Charge
Lee P. Dore	President & Project Executive
Thomas Hengelsberg, AIA	Project Manager
David Mentzer, AIA	Project Architect
Jason Harris, Associate AIA	Public Facilities Programming/Designer
Marjorie, Dickstein, AIA	Specifications
Michele Rogers, AIA, CPTED	Security Consultant
Berglind Davis, NCIDQ	Interior Design/FF+E
John Thompson, Associate AIA	Document/QA-QC Manager
Tim Mullen, Associate AIA	Job Captain/Construction Administrator

Consultant Team		
Engineering Ventures, Inc.	Russ Miller-Johnson, PE, SE	Site/Civil, Structural Engineering
Project Management & Cost	Peter Bradley	Cost Estimating
V/T Commercial	Yves Bradley	Real Estate Consultants
Post Phase 1		
LN Consulting	George Martin, PE	Mechanical, Electrical, Plumbing, Fire Protection Engineering
GGD Consulting Engineers	David Pereira, PE	Security/IT/Communications Consultant
Wagner Hodgson	Jeff Hodgson, FASLA, PLA	Landscape Architecture
Crabtree McGrath	John Sousa	Kitchen Consultants
Campbell McCabe Worldwide	Susan McCabe Messier, DHT	Hardware Consultants
Acentech	Michael Bahtiarian, INCE Bd. Cert., INCE Fellow	Acoustical/Noise/Vibration Consultants
The Green Engineer	Chris Schaffner, PE, LEED Fellow, WELL Faculty	Sustainability Consultants
VHB	Jennifer Conley, PE, PTOE	Transportation/Traffic Engineering

FIRM QUALIFICATIONS



Statement of Qualifications

Dore + Whittier (D+W) is the one local firm that is staffed and experienced to work with you in this endeavor. For twenty years, we have specialized in the design of fire, rescue, EMS and law enforcement facilities across New England – a business focus that began in 2005 with the design and subsequent construction of the Williston Fire and Police Stations. We maintain a comprehensive understanding of current law enforcement, firefighting and dispatch strategies and techniques, tools and equipment, operations and protocols and seek to optimize operational efficiencies for every department. We are industry leaders, keeping abreast of industry trends and best practices, using proven approaches and lessons learned, and sharing our knowledge and experience to help clients consider the technologies, materials and methods, programmatic solutions and on-site training opportunities suitable for today's first responders and their facilities.

D+W Organization and History

Dore + Whittier was established in 1992 with a focus on public facility planning, design and management that continues to this day. R. John Dore and Roland Whittier have left us, but their legacy—high quality, cost-effective design and an unwavering commitment to clients and their project's success—remains with second generation ownership and our 67 professional staff. Our public facilities portfolio from across New England illustrates diverse settings, architectural styles, and communities. From our complementary stations in the historic village of Williston to the recently completed, mill building-inspired public safety facility in downtown Dedham MA and the all-electric, NZE Norfolk Fire Station, we have listened intently, crafted innovatively, and collaborated successfully to programmatically, aesthetically, contextually and fiscally meet community and public facility needs across the region for over thirty years.

We have received accolades for our design solutions, leadership skill, community engagement, and overall management and performance. Much of our success can be attributed to a highly organized team, our deep involvement and engagement in the fire, rescue and law enforcement industries, an unwavering commitment to the declared objectives, and our personable and collaborative approach with owners, contractors, local officials and building committees. An important part of the process is to provide opportunity for public participation. An open, honest, and inclusive engagement with abutters, stakeholders and interested community members—as characterized by the planning and design effort in progress for the new police station and the new fire headquarters in the City of Melrose MA—strengthens the public’s understanding of the project and their support for it.

Licensing

D+W and our team of consultants maintain registration and licensing in all applicable disciplines.

Insurance

Please see the Certificate of Liability Insurance attached to this submittal

Certifications

1. D+W has never been debarred from working on federal projects.
2. The firm and its principals have never been adjudged guilty of labor violations, fraud/ misrepresentation, or professional negligence resulting in significant property damage, serious bodily injury, or loss of life.
3. The firm has never failed to complete a project, other than because of a client’s failure to pay.





From our initial meetings to the completion of the project, I found the entire team at Dore + Whittier to be always highly motivated and true professionals. The design was simply incredible, combining functionality with a healthy work environment while staying within the guidelines of a tight municipal budget. I feel the success of our project was due largely to the D+W team. I found the team easy to work with and helpful wherever possible. Station 42 will serve the residents of Boston for many decades to come, and I am sure it will be always considered a jewel in fire station design. – Bob Dowling, District Fire Chief and Station 42 Project Manager for Boston Fire Department

The Dore + Whittier team was outstanding to work with; their knowledge of firehouse design is the main reason they were selected for this difficult task, the first stand-alone firehouse to be built in the City of Boston in over 30 years. They incorporated Boston Fire Department's new Health and Wellness initiative, along with making this state-of-the-art building LEED Silver-certified. The design fits into the Egleston neighborhood and our satisfaction with the process and the results cannot be overstated. – Scott Dupre, Senior Project Manager City of Boston, Public Facilities Department

D+W did a great job through all phases of the project. Team members were incredibly responsive to questions and needs. They had a great vision in terms of the project and worked collaboratively with all stakeholders in the town to ensure that the project was a success. – Scituate Police Chief Mark Thompson



Relevant Projects and Contacts

Similar Projects in Progress	
New Police Station (Schematic Design) <i>Melrose, MA</i>	Denise Gaffey, Director and City Planner dgaffey@cityofmelrose.org / (781) 979-4194
New Tremont Street Fire Station (SD) <i>Melrose, MA</i>	Denise Gaffey, Director and City Planner dgaffey@cityofmelrose.org / (781) 979-4194
New Fire HQ (Final Design) <i>Westwood, MA</i>	Michelle Miller, Procurement Officer mmiller@townhall.westwood.ma / (781) 320-1073
Training Facility – Phase 1 Development (Const.) MA Department of Fire Services (DFS) <i>Bridgewater, MA</i>	Sheila Remondi, Director of Administration Services (978) 567-3149
Freeman St. Fire Station Renovation (Bid) <i>Stoughton, MA</i>	Mike Carroll, Fire Chief mcarroll@stoughton-ma.gov / (781)-344-3170
Police Station Feasibility Study <i>Stoughton, MA</i>	Donna McNamara, Police Chief (781) 344-2424
New Public Safety Facility (DD) <i>Raynham, MA</i>	Bryan Lacivita, Fire Chief blacivita@raynhamfire.com / (508) 824-2713
Police Station + Courthouse Renovations and Upgrades (Jan 2025 Completion) <i>Gloucester, MA</i>	Joe Lucido, Ass't. Director of Operations (978) 325-5600
Recent Completed Public Safety Projects	
New Fire Station <i>Norfolk, MA</i>	Erron Kinney, Fire Chief ekinney@norfolk.ma.us / (508) 528-3207 (cell)
New Public Safety Facility <i>Dedham, MA</i>	Nancy Baker, Assistant Town Manager nbaker@dedham-ma.gov / (781) 751-9102
New Fire Station <i>Maynard, MA</i>	Angela Lawless, Fire Chief alawless@townofmaynard.net / (978) 897-1013
New Engine 42 <i>Boston, MA</i>	Scott Dupre, Project Manager for Boston Facilities scott.dupre@boston.gov / (617) 635-0517
New Engine 17 (Programming only) <i>Boston, MA</i>	Scott Dupre, Project Manager for Boston Facilities scott.dupre@boston.gov / (617) 635-0517
New Prospect Street Fire Station <i>Stoughton, MA</i>	Mike Carroll, Fire Chief mcarroll@stoughton-ma.gov / (781)-344-3170

Relevant Projects and Contacts (cont.)

Recent Public Safety Master Plans	
Fire Department <i>Swansea, MA</i>	Mallory Aronstein, Town Administrator maronstein@swanseama.gov / (508) 678-2981
Fire Department <i>North Attleborough, MA</i>	Christopher Coleman, Fire Chief (508) 699-0140 x5620
MA DFS Southeast Training Academy	Sheila Remondi, Director of Administration Services (978) 567-3149
Public Safety Facilities (2017 and 2023) <i>Melrose, MA</i>	Denise Gaffey, Director and City Planner dgaffey@cityofmelrose.org / (781) 979-4194
Other Completed Public Safety Projects	
New Public Safety Facility <i>Scituate, MA</i>	Mark Thompson, Police Chief mthompson@scituatema.gov / (781) 545-1212
New Public Safety Facility <i>Medfield, MA</i>	William Carrico, Fire Chief wcarrico@medfield.net / (508) 359-2323
New Islington Fire Station <i>Westwood, MA</i>	William Scoble (Retired), Fire Chief Current FCAM Governmental Affairs Director fcamgad@gmail.com / (617) 759-5777
New Police Station <i>Westwood, MA</i>	Jeffrey Silva, Police Chief (781) 320-1000
New Police Station <i>Williston, VT</i>	Erik Wells, Town Manager ewells@willistonvt.org / (802) 876-1168
New Fire Station <i>Williston, VT</i>	Aaron Collette, Fire Chief acollette@willistonfire.com / (802) 878-5622
Other References	
Steven Locke <i>South Burlington VT Fire Chief</i>	slocke@southburlingtonvt.gov / (802) 846-4147
Peter Ostroskey <i>MA State Fire Marshal (Retired)</i>	Peter.Ostroskey@gmail.com / (508) 581-0411

“

The project was perhaps one of the best I've been associated with in 20+ years in the design and construction business...it's been an absolute pleasure to work with your team. I've been so impressed with how prepared your team has been for every meeting and handled every request we've thrown at you with aplomb. We've received great feedback from the community in the design and it certainly is justified. The building came out great and it was virtually painless getting there. – *Mike Quinlan, Co-Chair, Medfield Permanent Building Committee*

D+W designed a highly functional building with state-of-the-art training facilities. They partnered with us to create one of the premier Fire Stations in New England while also being cognizant of the limitations of a municipal budget. I found them personally easy and pleasant to work with and to be helpful whenever possible. The Town of Williston and the Williston Fire Department is very pleased with its new fire station. The facility is well designed, energy efficient, and will serve this community for many years to come. – *Chief Kenneth N. Morton, Jr., (retired) Williston Fire Department*

It is clear to me, after our very positive experience with your company and staff, why D+W enjoys the fine reputation you have in the industry. Everything, as you know, starts with people. Your staff served you and your company very well, was attentive to all issues and treated the “owners” with utmost respect and consideration. The Williston Police department could not be more pleased with their final product.... Know your company will always get the highest recommendation that I can give for the very professional work you have delivered. – *Chief James N. Dimmick (retired), Williston Police Department*

”

PROJECT DETAILS



Project Understanding

This RFQ represents a confirmation of the City of Burlington's commitment to the long-term attention and care of, and service to, its citizenry, its employees, business owners and visitors. Those of us from the professional design community who have submitted a response to your RFQ and aspire to assist the City achieve your stated vision and goals understand the privileged opportunity this presents and the many challenges ahead to make this much needed and long awaited municipal asset a reality. One cannot develop a sensible and workable plan for a project of such magnitude, significance and community impact as a new, once-in-a-generation public health and safety facility without having a deep understanding and appreciation of the City and its efforts over the years to create, maintain and envision the future of the urban village that still describes Burlington.

planBTV was developed as a resource for decision-making and it suggests that those who make or may edit policy, other otherwise advocate or care about their community, are to be guided by the long-standing principles of this plan within the four themes that characterize planBTV. They capture the essence of what is unique about Burlington and the special place it is. Many of the key issues that will prompt our discussions and discoveries, and guide and inform our decisions, will derive from the foundational principles, to be perpetuated, that make Burlington Distinctive, Dynamic, Inclusive and Connected.

Our discussion, exploration, planning and design activity, for example, will include:

- 4.4 Public Art and Placemaking
- 6.1 Net Zero Energy and Climate Resiliency Strategies

- 6.3 Reducing Public Building Energy Use, Water Consumption and Municipal Transportation Emissions
- 6.4 Green/High Performance Buildings - energy efficiency, environmental protection, urban design, and historic preservation priorities
- 7.2 Adaptable and Resilient Building design for Environmental Hazards
- 13.2 Accessibility - Buildings, Facilities, Streets, and Pathways
- 13.6 Pictographic wayfinding signage
- 19.11 Operations and Maintenance Details
- 19.12 Standards for services and facilities, if needed, for residents, workers, and visitors' needs and impacts
- 20.4 Programming and Facilities' impact to accommodate cross-departmental collaboration, information sharing

Key Issues

#1 – Interoperability

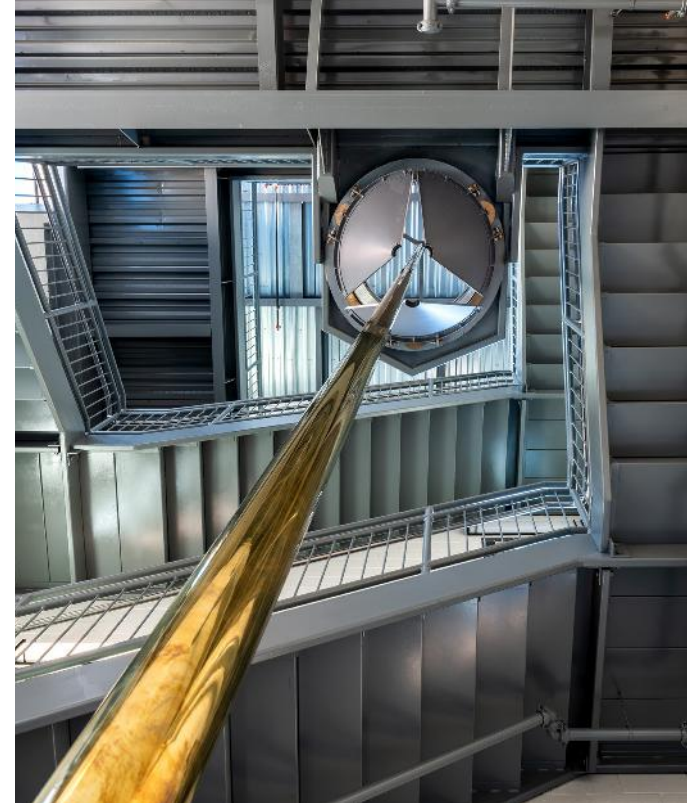
Nearly every aspect of Policing, Fire and Rescue has changed dramatically over the years, with one exception—the desire of emergency personnel to serve their community and to save and protect lives and property the best that they can. The realm of Public Health continues to evolve as well, and certainly, the community's approach to and delivery of services to support their constituency is enhanced with effective departmental interoperability. Facilities should enable faster and better communications, integrated systems and information exchange. Co-location can help, and when staff are fully and properly equipped, adequately trained, sufficiently inspired and motivated, and working in and responding from well-designed, organized, and functional facilities, the community's expectations of a high performing team of professionals can be met.

#2 – Urgency

This project is noted as an “urgent priority” to address the “public safety emergency and crisis” and other key programmatic, operational and collaborative initiatives to enhance and improve numerous health and safety issues within the City. With an office on Battery Street and the majority of our waking hours in the City, we are sensitive to this assessment and are driven to bring our expertise and history of project success with similar projects and challenges, in other cities and towns, to support this effort.

#3 – Contextual Design and Aesthetics

We have an appreciation for, and give consideration to, the unique character, history and architectural treasures of each New England community we engage with. We probe, test concepts, and seek feedback to be certain we understand the needs, goals, and purposes that our designs are intended to address now and for the long term. We take time to explore the streets, neighborhoods, and the vibe and look for those compelling visuals that will inspire and inform a responsive design that also answers to community concerns, interests, and ideas. Working primarily in the public domain, we seek to provide practical solutions - contextually appropriate and programmatically responsive solutions - while adhering to the fiscal realities that dictate design strategies. Our work, featured in the submittal, showcases our ability to align cost effectiveness, sustainability, purpose and presentation.





#4 – Sustainability (Green / High Performance Design)

D+W has been at the forefront of sustainability and high-performance buildings beginning with our early adoption of Green building design, continuing with our involvement in helping with the early development of CHPS and guidelines for the Vermont Green Building Network and BGS for the design of State Buildings, to our commitment to the 2030 Challenge. Our Net Zero Energy (NZE) Ready schools in Westwood and Gloucester and our Norfolk Fire Station (the first public safety NZE project accepted into the Mass Save Pathway 1 XNE-ready program and to receive financial incentive), are examples of our on-going sustainability focus. In addition, we have completed more than a dozen LEED Certified projects, numerous certifiable projects, and several on track to receive certification.

#5 – Community Engagement

Building support in the community is another aspect of our work that we embrace and where we excel. The more that the public is engaged, the greater their understanding becomes and the stronger their support grows. This will be a long engagement, and we must create awareness and maximize opportunity for participation for the entire community. This means numerous and varied options to when and where to meet, a robust communications plan (including a project-based website and language translation), and a sincere welcome to comments, ideas, and suggestions. We will work closely with you to share our progress, explain the details, and solicit feedback (and incorporate when appropriate).

#6 – Design and Construction Funding

We know that the construction project that will emerge from this effort will be a heavy lift financially. With the need labeled as urgent and critical, we also know that there will not be a more fiscally agreeable time to pursue this work.

We understand the nature of budgetary constraints which means taking an aggressive approach to cost-effective design, scheduling, material selection and procurement to protect the project and limit the impact from future market conditions. D+W has a great track record of balancing project needs with fiscal realities without compromising the design or the project's outcome.

#7 – Recruitment and Retention

The existence of “well-designed, organized, and functional facilities” noted previously is not only foundational to improved morale and productivity. These attributes cannot be overstated regarding their value in recruiting and retaining high performing staff. This is particularly true when neighboring communities can offer new facilities, on-site training opportunities, state of the art technology, and safe and healthy environments.

Summary

As noted in planBTV, Burlington, as a Connected City, “will grow through the benefit of a thoughtful and holistic understanding of the City’s many and inter-connected physical, environmental, economic, and social systems, and through the careful coordination of land use and development policies and decisions.”

The vision for Burlington as a Connected City includes the expectation that “...public services and facilities are managed in a way that are highly efficient and conserve resources, with a high priority placed on maintaining, upgrading, and improving the effectiveness of existing systems, facilities, and infrastructure before building new ones.”



An excerpt from planBTV reminds us, “Public buildings and facilities are an important capital asset, and present a visible expression of the community’s values, priorities, and expectations. The City must be a responsible steward of these resources, prioritizing the... stewardship of all public facilities... and new construction projects that demonstrate high quality design, energy efficiency, and green building techniques. We must also ensure that these facilities and services are appropriately staffed, and that there is adequate space to house equipment and materials to deliver the core public services residents deserve and expect.”

With you, Dore + Whittier will plan and execute a process to identify the interlocking parameters for the project and deliver a practical, cost-effective, operationally efficient, highly durable and sustainable, and aesthetically appealing solution, as we are known, and have shown, to do.

Scope of Work & Project Approach

PHASE 1 – Site Feasibility, Concept Design & Community Engagement

Task 1 – Initialization and Mobilization

Task 1 – Activity

- Kickoff Meeting – including establishment of the community engagement tools, strategies,
- Information Gathering and Review
- Authorities Having Jurisdiction, Planning and Zoning, Code Compliance
- Discuss what we’ve collected + reviewed; confirm findings, understanding, goals
- Discuss the project in the context of planBTV, ModernGov, and goals

This initial meeting with the Departments, City Staff and other invited personnel will serve to get acquainted, create the project directory, establish communications protocol, discuss the questionnaires, and confirm goals and objectives, roles and responsibilities, scope of work and schedule.

We also expect to discuss and confirm design criteria, community needs and expectations, sustainability goals and other guiding principles or directives from the City (quality, durability, aesthetics, etc.).

We will review relevant work that has preceded us (including our own Fire Department Consolidation Study from 2018) and confer with the City to gain an understanding of the issues and current thinking, and establish project goals and expectations.

Task 2 – Programming and Space Needs Analysis

Task 2 – Activity

- Establish meeting schedule for individual departments
- Conduct meetings and discuss thoughts re: collocating, interoperability, shared space
- Issue customized, on-line questionnaires
- Collect, organize data; review with departments
- Meeting to establish single facility needs





- f. Establish programs and spatial concepts for police, fire and public health departments
- g. Meet collectively to establish a complete co-location space program and alternative arrangement options.

Note: this is an iterative process that leads to the most practical and supportable choice of spatial needs and configuration of space for optimal adjacencies, circulation and productivity. It will also enable us to produce various configurations so that we have options for sites that might be desirable to explore but are constrained to accommodate a single complex. Multiple meetings will be necessary to reach consensus.

We will schedule and meet with assigned Department personnel to discuss current conditions, operations, staffing, capabilities and improvement strategies (what works, what can be improved).

D+W will customize proprietary on-line questionnaires that we will issue to the Fire and Police Chiefs and the City designee for other City teams; they can invite others from their departments to participate as well and we encourage input from additional members of each department. Its intended use for the questionnaire is the acquisition and documentation of specific information that will inform our programming effort and prepare us for a comprehensive, iterative, space needs analysis with each department. Once the questionnaires are completed, we will assimilate the responses, summarize our findings, and produce a programming and space needs spreadsheet. We will then prepare for, and conduct, productive meetings with each department as needed to ultimately reach consensus on the most practical program for the departments today and well into the future and to establish agreement on shared space, access and utilization. Refinement of the programs will enable the establishment of spatial needs and the development of floor plans, building footprints and site development plans.

Note: We understand that the City has determined that new facilities for the police, fire and public health elements of the proposed project should be within the downtown core and that there is awareness of potential sites that might be good candidates for consideration. We will begin our site assessments with a review of these and other sites that might emerge in our early discussions and explorations. (As noted above, in addition to developing spatial needs and departmental connections for a co-located, combined facility, we should also be looking at how to best accommodate the programs and space needs for each department, individually, and in some partial combined fashion (i.e. police and health departments together, fire separate).

Also, should a compelling parcel be available or of interest beyond the downtown core for a fire station and its apparatus, it could be necessary to conduct a location/response time analysis for discovery of the impact of its relocation.

It has also been suggested that once the Public Outreach effort begins in the June/July 2025 time frame, other parcels or properties may emerge as candidates for inclusion in our analysis. Consequently, because the final concept selection is slated for October 2025, conceptual plans will likely need to be based on the results of the programming and space needs analyses only and may potentially lack site development details.

Task 3 – Site Search

- a. Working with the City, determine available, desirable, or otherwise potentially suitable properties for consideration.

- b. Develop site development potential of each site to include/exclude for further analysis

We understand that in the consideration of meeting current and future needs, we are to help locate and assess at least three possible sites for development of a new Public Health and Safety facility. V/T Commercial personnel have a wealth of knowledge of the City and the history and disposition of properties in and around Burlington and they will help with this effort which can be conducted concurrently with Task 2.

We will conduct a visual site assessment of the vetted properties to discern existing conditions related to site development potential, issues and challenges and identify the pros and cons of proposed parcels.

Note: With the work of Tasks 1-3 completed, we will submit our findings and the project team will pause to study the results, then convene to discuss, make some decisions and map out the next steps, suggested below.

Task 4 – Site Assessment

- a. Evaluate and document existing conditions – utilities, traffic, abutters, site development issues/ challenges, etc.

We will call on our consultants as needed to visit the sites that have been selected for further study and more thoroughly investigate and assess the existing site conditions and for their potential for development. Should existing buildings be involved, the structure and building systems can be evaluated for potential reuse or demolition and any potential remediation needs.

Task 5 – Real Estate / Financial Analysis associated with each site option

- a. Determine the mechanism by which the real estate issues and costs will be factored into the ratings of the site
- b. Determine the costs and other implications of each site option

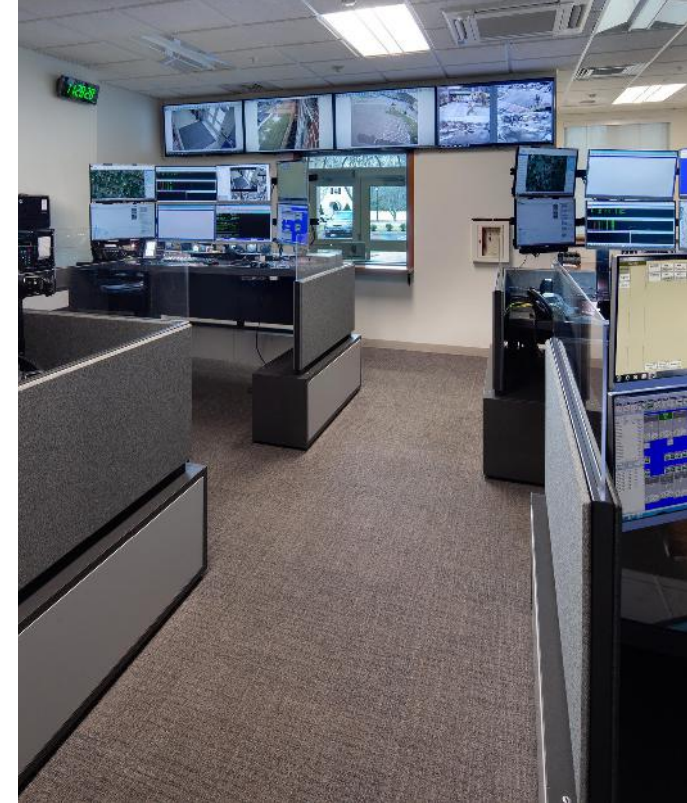
Task 6 – Site Selections

- a. Establish criteria against which to rate favorability of site attributes
- b. Determine a rating value for scoring favorability of site attributes and fiscal impacts
- c. Rank the site options using the approved rating system and select three for conceptual development

Task 7 – Conceptual Options

- a. Site Development for the selected sites
- b. Building Layout, Massing, Elevations, Adjacencies
- c. Generate Initial construction cost estimates for development options for the three selected sites

With the final 'right-sized' programming and space needs, and an understanding of the site's characteristics, we will enter the conceptualization phase of design. We will give thought to the massing, scale, building materials, structural elements and a design style all of which will be further developed in later phases of design.





We will seek your thoughts and preferences about design and aesthetics, and engage in some 'imagineering'. This is a discovery phase that will enable us to produce conceptual renderings suitable for cost estimating and presentation purposes but will not be heavy in detail at this early stage. Design is also an iterative process; building definition will evolve over time during subsequent phases after the programming, site evaluation and conceptual phase are completed.

Task 8 – Community Engagement

- a. Explore and establish the ways and means to inform, distribute, retrieve, respond
- b. Develop and maintain a project-based website
- c. Produce presentation materials and participate in public information meetings

Ours is a highly interactive and inclusive approach to setting goals and expectations, exploring ideas and developing options, reviewing progress and making decisions.

Communication with multiple stakeholders, between team members, City officials and local authorities and ultimately, with residents, is key to a successful study and project. Often, project challenges and missed opportunities are associated more with the process than the design or construction itself and are frequently the direct result of failed communications.

So, we emphasize and establish actions and protocols to create opportunities for sharing, discussing and obtaining feedback. Support for a project is directly correlated to the degree that stakeholders are informed and engaged. We are skilled at arranging, facilitating and leading team meetings and public presentations, addressing objections, reconciling issues, establishing a team unified in mission, and building consensus. We recognize the number and diversity of agencies and groups with whom we will be engaging and meeting with along the way. We embrace the role of leading a broad, collaborative effort.

The creation of a project-specific website can be a valuable tool to issue information, receive questions and comments, and connect with the community. Our Team is adept at coordinating, monitoring, and ensuring progress and a part of this responsibility is establishing and keeping schedules, leading design related meetings, and keeping the team apprised with the timely issuance of minutes, advisories and responses.

Task 9 – Final Selection

- a. Assist in the final analysis and selection of the option(s) for further development

Task #10 – Final Report

Task #11 – Execute property acquisition (by the City)

PHASE 2 – Preliminary through Final Design /Engineering

With an approval to proceed, we will begin the design for the selected option and suggest bi-weekly meetings to present progress, obtain feedback, receive and respond to questions, incorporate suggestions and ideas, and further the process.



Task #1 – Schematic Design

Design is a highly iterative process, with plenty of options to consider, explore, and decide. We are partners with our clients in design and will provide you information, offer suggestions, assess choices, and affirm selections en route to a final design package for the project.

We will advance the concept plans to a schematic level - generating floor plans, site plans, elevations and a 3-d massing model, describing building systems and our Net Zero/LEED certification strategies, obtaining a cost estimate, and initiate a Life Cycle Cost Analysis. Ultimately, schematic plans, cost projections, and design intent will be presented at a public meeting.

The schematic level of our drawings, outline specifications and narratives will define the scope of work and quality of materials and be of sufficient detail for our cost estimator PM+C to generate area or systems-based take-offs. We will review the estimate, line by line, with you and note cost savings measures worthy of further consideration.

With the site and sustainability and energy goals identified, our consultants can build an energy model that will help determine the best building geometry and thermal envelope to maximize the reduction of energy consumption. Various conceptual building and HVAC design scenarios can be generated and compared and, once cost estimates are furnished, carbon impacts and a Life Cycle Cost Analysis, taking into account operating and maintenance costs, can be generated. The model will be optimized and refined during the design process and funding incentives will be sought.

D+W and our Civil Engineer, EVI will contact the authorities having jurisdiction, determine requirements, and begin the permitting process for the project.

Also during this time, a Geotechnical Consultant should conduct soil borings and advise on soil conditions and advise on approaches for foundation design and any need for soil mitigation. A site survey will determine characteristics of the site and become the basis for site development, stormwater management, landscaping and associated plans.

Task #2 – Design Development

We will develop detailed design documents that will describe the technical aspects of the project. Generally, this phase seeks to solidify the size, number, location, dimensions, relationships, and space requirements of major building systems and components. We begin to document the specific aspects and requirements of interior spaces, determine plans for sustainability, make commitments to pursue green building measures, and align needs to support the Construction Manager (CM) delivery method should that be an approach in which the City may have interest.

Having learned during the programming task about the existing radio and communications systems and the needs and desires about them going forward, we will encourage the initiation of the dialogue with the equipment vendors to determine their role and scope in the planning and design phase. Our security, IT/technology consultant, David Pereira, will begin his engagement with them as this is a critical, yet often challenging coordination effort because of the vendor relationship with the owner.

We will obtain cost estimates from PM&C and work with the City as we progress to review the construction delivery options and enable the City to determine what best suits the project. Should the City opt for a CM approach, their procurement will be necessary and It would be prudent to start the CM selection process at this stage, so that we can obtain their input during design and use them to estimate costs in subsequent phases.





Task #3 – Construction Documents

Construction Documents serve as the basis for the public bidding of the project. Permit sets will be submitted to code officials for permitting review and approval. D + W and our consultants will fully detail and specify the components of the project. Cost estimates will be provided at 60% and 90% completion and reviewed for adherence to the budget. Work is fully coordinated among consultant disciplines to provide consistency of documentation.

Task #4 – Community Engagement

We will update the website and continue to work with the City to establish our outreach activities, schedule and presentation plans and materials and will be active and enthusiastic participants in the effort to help create project awareness, optimize understanding, and build support.

PHASE 3 – Bid Documents through Construction Management

Task #1 – Bid Documents and Bidding

With an approval to proceed, we will assist with bid package preparation, administer the bid process (coordinating and attending the pre-bid conference) review clarification requests and help with the evaluation of bids, including our recommendations for award. If requested, we can conduct a prequalification process to qualify Trade Contractors for the project.

Task #2 – Construction Administration

After the bidding is completed, the City will have a completed design, a firm price for the construction of the project, and permits in hand. D+W and our consultants will work closely with the project team throughout construction to deliver the project on time and within budget—typical of D+W projects. Services during construction include regular site visits, weekly progress meetings, field reports, and prompt reviews, decisions and approvals.

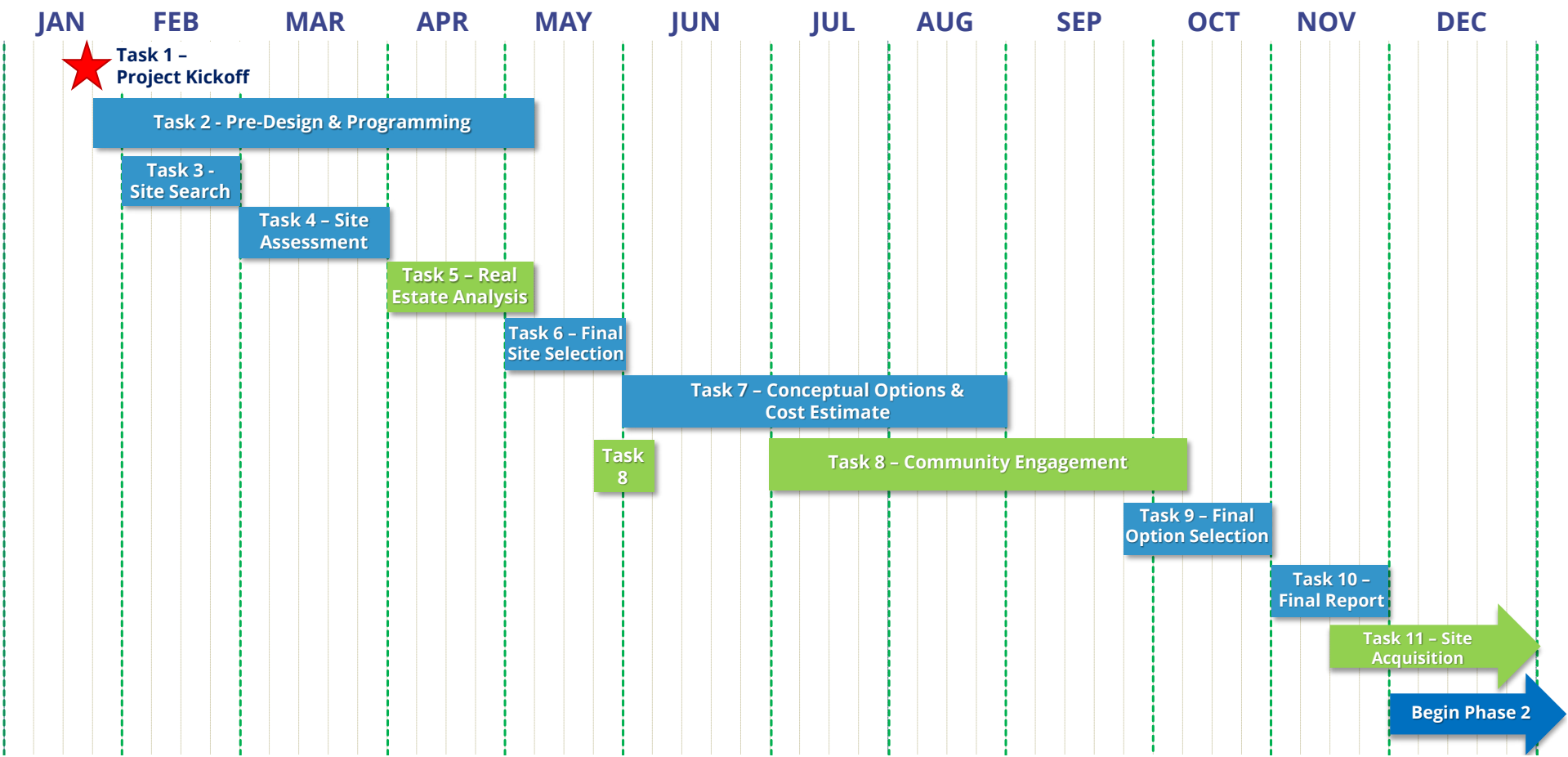
Task # 3 – Project Closeout

Once the construction project is complete, we work with the Contractor to secure as-built documents and warranties, furnish record document binders, provide building systems overview, training and Operations and Maintenance Manuals, and do a final back-punch to confirm that all remaining items have been completed. We will obtain Certificate of Substantial Completion and assist the Owner with inevitable adjustments as the users occupy the new building.

ADDITIONAL SERVICES

1. Existing Building Conditions can be assessed and documented in the event any sites identified as candidates for consideration might be reused, repurposed, or demolished.
2. Should there be a need to validate the need for new facilities, 1 North Avenue and Station #1 can be assessed for integrity, performance and wear, and impact on departmental operations, productivity, and efficiency. Constraints and deficiencies (lack of space, circulation, response pathways, space utilization, and functionality) can be identified.
3. Hazardous Material inspection and testing for existing police and fire stations as well as candidate properties being assessed.
4. Site Survey and Geotechnical and Geoenvironmental Consulting.
5. Location and Response Time Analysis.
6. Commissioning services.

Phase 1 Project Schedule – 2025



RELEVANT EXPERIENCE



EXPERIENCE OF KEY STAFF

Donald Walter AIA, Principal in Charge has been the leader of our Public Safety practice since its inception. He understands the industry thoroughly and is adept at helping to craft a pathway for practical solutions in the context of a client's available financial resources, and gaining public support. He assists the design team with ideation, logistics and oversight.

Lee Dore, President and Project Executive, has been a Project Manager and a Project Executive for twenty years, responsible for several major public K-12 education projects in Massachusetts along with all of our work in Vermont which has included projects for UVM, our Williston Public Safety projects, our Consolidation Plan for the Burlington Fire Department, miscellaneous projects for the Fire and Police Departments, the reconfiguration and update of 645 Pine Street to accommodate a consolidation of City departments, and our current planning and design for the Fletcher Free Library.

Tom Hengelsberg AIA, Project Manager, has been with Dore + Whittier for 14 years and has been based in Burlington for thirty, designing and managing projects in Vermont. Lee and Tom will lead the team and our interactions with the City's team, the Mayor and City Council, and the public presentations.

David Mentzer, AIA Project Architect, Marjorie Dickstein, AIA and John Thompson, Associate AIA are Senior Associates of the firm (50 years in total among them with Dore + Whittier) and are key to delivering responsive designs, comprehensive and accurate documents, and prompt, reasoned and fair responses to clients and contractors during construction. **Jason Harris** has provided the programming for our Public Safety projects for 15 years and is a talented designer, as is **Berglind Davis** (6 years with D+W) with interiors and furnishings (and who also has completed several public health related projects).

Supporting the project during construction will be **Tim Mullen** (17 years with Dore + Whittier), who has just completed the highly acclaimed, all-electric NZE Norfolk Fire Station. During this year's *Building Better by Design* Conference in Burlington, we presented this case study—a project which has achieved a 'first in the region' EUI of 32.5 for a fire station and the first utility financial incentives for doing so.

The team proposed for your project is intimately familiar with the City of Burlington, the State of Vermont, and public design and construction. They know how to navigate policies, laws, guidelines and regulations, and will be committed to the assignment for its duration. Each member is experienced with the requirements, needs, and expectations at each phase of projects—the study, planning, programming and pre-design stage, the development and comparative analysis of conceptual options, the highly interactive design process, and the attention, guidance and leadership to be provided during the construction, including commissioning and closeout. We present a team of seasoned professionals with a successful record of working with client and construction teams, coordinating with authorities having jurisdictions, collaborating with stakeholder groups and interested parties, and engaging with the community.

EXPERIENCE WITH FEDERAL FUNDING

1. Our recently completed Pine Hill Elementary School in Westwood, MA received over \$1M in ARPA funding and has applied for IRA funding, expecting to receive a check before January. While D+W assisted and supported the Town with the pursuit of funding, the submission of the applications was completed by the Town.
2. The renovations for the Freeman Street Fire Station in Stoughton, MA will include new space for the local VNA / Department of Public Health and is ARPA-funded.
3. The Phase 1 Fletcher Free Library project for envelope improvements is grant-funded from a federal program, Saving America's Treasures, administered by the National Park Service. It is also match-funded by the VT SHPO with a small grant. Our scope of work and design effort have been guided by these funding sources.



RELEVANT PROJECTS

Regarding public health services, our many school projects all include nursing suites. Last year's reconstruction of the Health Services Program at the Greater New Bedford Regional Vocational Technical High School provides teachers and students with up-to-date, contemporary facilities and exposure to real-world situations.

Most of our fire station projects have included a triage room and medical storage room and several recently completed stations included safe-haven vestibules. We have worked with the Visiting Nurse Association and the Department of Health in Stoughton to accommodate a dedicated suite for them in the renovation of the Freeman Street Fire Station. Planning discussions for recent projects have explored the role of public health, family services, and social programs and engagement with public safety.

Health and welfare is now a primary directive in the design of facilities for first responders to address their physical, emotional and psychological well-being. At the time of our Engine 42 project, Boston Fire Commissioner Finn, concerned about the prevalence of cancer in the fire industry, was engaged in a research project with Harvard's T.H. Chan School of Public Health. Their work informed our hot zone/cold zone design for Engine 42, which is now a regular industry practice, and led to additional strategies to minimize the presence of carcinogens, toxins and other irritants in the firehouse. Further, we now consider light, color, and nature in new ways, following Immersive Design strategies, to strengthen the body, mind and spirit. Also, emergency response agencies are directly addressing suicide prevention now, and requests for quiet rooms, family rooms, therapy dogs and the like are topics of discussion in facility planning.

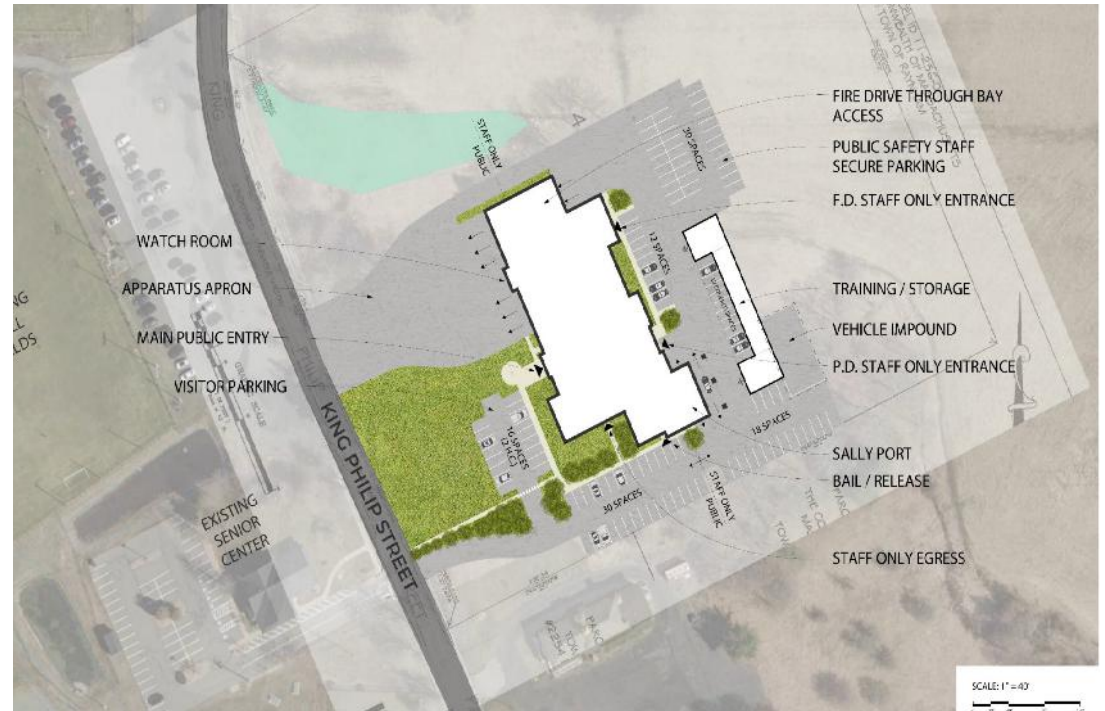
Relevant past and current projects are featured in the following pages to illustrate our history of adding facilities of enduring value to a municipality's assets.

Raynham Police and Fire

D+W completed a Feasibility Study that included a refinement of previous programs and a facilities assessment of the existing police and fire stations. Several sites were explored for locating a new combined facility and the preferred solution proposes a new fire and police station on town-owned property along King Philip Street.

Design Development has paused while the Town assesses site options.

POLICE DEPARTMENT SUBTOTAL:		FIRE DEPARTMENT SUBTOTAL:	
Building Area (Not Shared)	Space Needs (sf)	Building Area (Not Shared)	Space Needs (sf)
VISITOR AREAS	160	VISITOR AREAS	1,745
ADMINISTRATION	4,768	ADMINISTRATION	2,066
STAFF SUPPORT / TRAINING	2,480	STAFF SUPPORT / LIVING / TRAINING	4,097
OPERATIONS	4,478	OPERATIONS	13,765
INFRASTRUCTURE	175	INFRASTRUCTURE	8,474



Dedham Police and Fire



The new 49,000 SF facility sits on the site of the former town hall. Those offices were moved into the renovated Ames School building nearby and the adjacent fire station was razed, a green space taking its place and completing an ambitious, carefully planned, municipal campus for Dedham's bustling downtown.

The underground, single-level garage for employee and secured parking required deep excavation, extensive utility work, and stabilization. Strategies for noise, vibration, dust and debris control and mitigation were central to the construction process; vehicular and pedestrian traffic patterns changed frequently during the construction.

Design cues for the new building were extracted from the rich architectural palette of the downtown and nearby historic structures. Mill buildings are common in Dedham —there is much to be admired in their stamina, strength and simple elegance, characteristics that gain appreciation with age. It can be seen by even the casual observer that inspiration for this new facility was drawn from these historic mill elements. We were intentionally attentive to style, massing and materials in wanting to comport with the neighborhood while applying a creative touch to accommodate the present, the future, and critical opinion.

The building's orientation, its articulation in the overall campus context, and the small plaza and green space are all intended as welcoming signals designed to enhance the neighborhood nature of this newly established municipal complex. Community policing efforts are augmented by the strategic design of walkways, the building entry and signage, intriguing connections and inviting physical settings. A unique, perhaps iconic, urban landscape now characterizes downtown Dedham.







Scituate Public Safety

The former Scituate Police Station and adjacent Fire Station No. 4 were built in 1959. While structurally sound, neither facility functioned as needed any longer. Deficiencies were numerous, unsafe, and uncomfortable. The buildings were short on storage and programmatic space, and very inefficient.

The new 27,960sf Public Safety Complex features a Joint Dispatch Center, new consoles, furniture and IT equipment, several common spaces, appropriate separation of public and secured areas, and space for expansion. This coastal town has frequently been the victim of damaging and dangerous storms; now, for the first time, Scituate has a designated Emergency Operations Center (that doubles as a Training Room and Public Meeting Area) within its public safety facilities.

Constructed a mile north of the existing facilities, the new site features artful landscaping and vegetation around a rain garden and two gravel wetlands that form the site's creative stormwater management system. The project earned a **Bronze Station Design Award for Shared Facilities**.







Medfield Police and Fire

All personnel, along with apparatus and equipment of the police and fire departments, were relocated to temporary locations around the town so that their cramped, unhealthy and unsafe building could be razed to make way for a new, 41,022 SF combined facility. The design gesture of the new landmark is that of a gateway structure, the downtown being a few steps beyond, that also marks a new era of public service for the departments. The Town approved \$19.0 million for the project which was completed on time and, \$600,000 under budget.

"I think it came out fantastic. I really do," said John Nunnari, an architect and co-chairman for the Medfield Permanent Building Committee. With 20 years of building experience, he added, ***"Honestly, this is probably the building I'm most proud of."***

His co-chair, Mike Quinlan, also an architect, sent us a note *"...to express my gratitude for a job so well done! The project was perhaps one of the best I've been associated with in 20+ years in the design and construction business. We've received great feedback from the community in the design and it certainly is justified. The building came out great and it was virtually painless getting there."* He further noted that *"it's been an absolute pleasure to work with your team. I've been so impressed with how prepared your team has been for every meeting and handled every request we've thrown at you with aplomb."*

The Chiefs, both retired, were equally pleased and elated with the transformation. ***"This one is designed for decades and decades and decades,"*** Police Chief Bob Meaney said of the new building. ***"It's designed to be here, and stay here, and last."***





Westwood Police and Islington Fire



After developing the Master Plan for the Town's Public Safety facilities that proposed sequential upgrades, Dore + Whittier has completed the first two recommended Phases. Phase 1 - a new 3-bay fire station in Islington Village was completed in late 2017.

D+W explored numerous options involving multiple properties at the busy intersection of Washington and School Streets but ultimately, the existing site was reused, best suited to serve the new, expansive University Station development nearby. Fire Station No. 2 in Islington was razed, and apparatus, equipment, and personnel were temporarily relocated. A new station was constructed in its place, designed to set a tone for anticipated future development and architectural upgrades in the community.

Subsequent projects showcase the new character of the village that emerged and clearly followed the benchmark design established by the fire station.

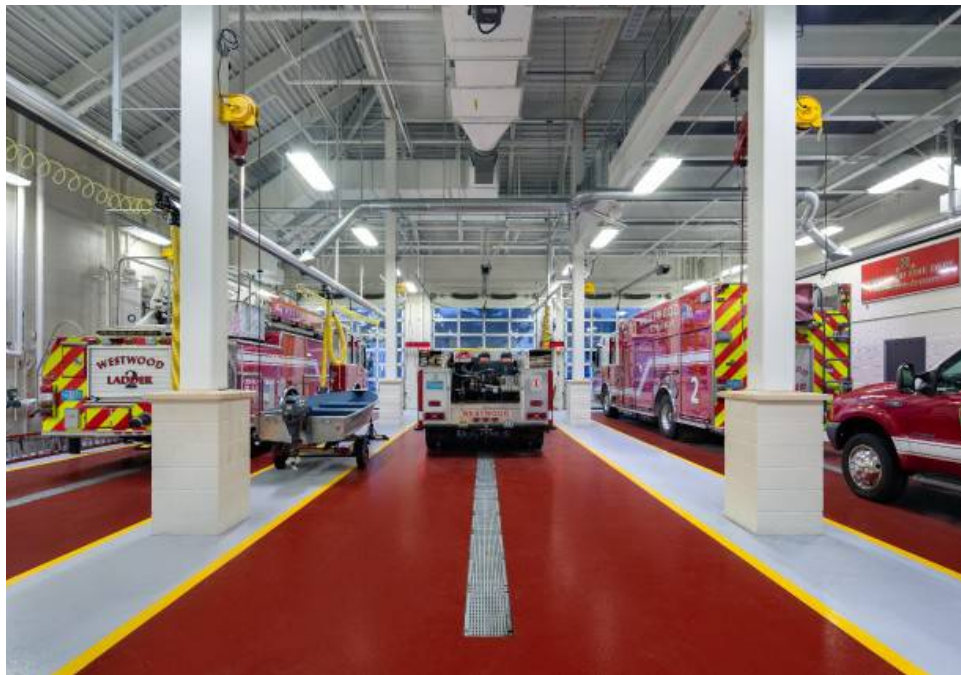
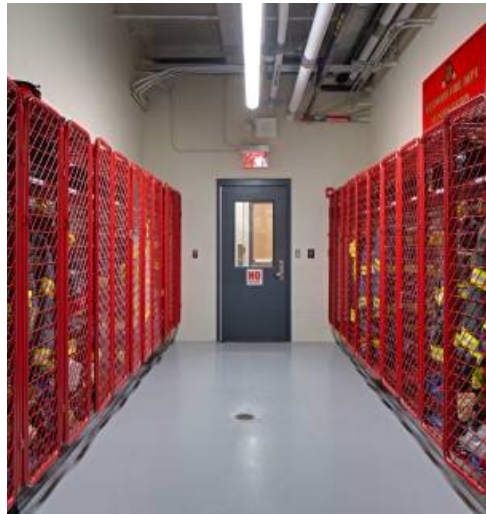
A new police station followed in early 2018, replacing the existing at the current site. After a comprehensive programming effort and a space needs analysis, Dore + Whittier designed a new 19,116 square foot police station to replace the severely undersized and cramped facility, a third the size of the planned building.

A new access road was constructed; the new structure sits adjacent to the venerable Town Hall. The old station continued in operation while the new facility was built behind it, oriented and dressed to augment the architectural strength, and comport with, the historic character of the neighboring Town Hall, and to broaden the civic flavor of the municipal campus as well.

Phase 3 - a new Fire HQ - is nearing design completion and will complete the multi-year improvements outlined in the Master Plan.







Williston Police, Williston Fire HQ Williston, VT

Our work began with exploring the potential for renovating the existing fire station in the historic village to accommodate the Town's Police Department.

After determining that this approach would be unworkable, the Town decided to raze the station instead and a 13,596 SF police station was built on the site. A new fire station, closer to the commercial center and Rt 89, was constructed concurrently, enabled by satisfactory, temporary accommodations for the fire department.

The police station features secure prisoner transfer, evidence handling and storage, fitness facilities, a training/community room and a 24-hour police dispatch center. With brick veneer/siding, metal stud and concrete masonry and an asphalt shingle roof, the building relates to the Federal style of the adjacent Town Hall and visually complements the architecture of this quintessential historic Vermont village.

The Fire Chief was impressed that we were able to create ***"one of the premier Fire Stations in New England while also being cognizant of the limitations of a municipal budget."***

The 21,621sf station has 4 double-deep bays and 2 single-deep bays for storage of EMS vehicles, ATV, snowmobile and trailer. Among the support spaces are a decon area, hose storage and drying with 2 hose towers for on-site training, 500sf turn-out gear room, dayroom, bunkrooms, bullpen, kitchen and dining room, 600sf exercise room (furnished with donated equipment), and a 1,050 sf training classroom. Area fire departments make use of the on-site training features incorporated into the design of the station.

The facilities have held up well and, after ten years, Chief Morton reported great satisfaction with the building's performance.







Stoughton Police and Fire

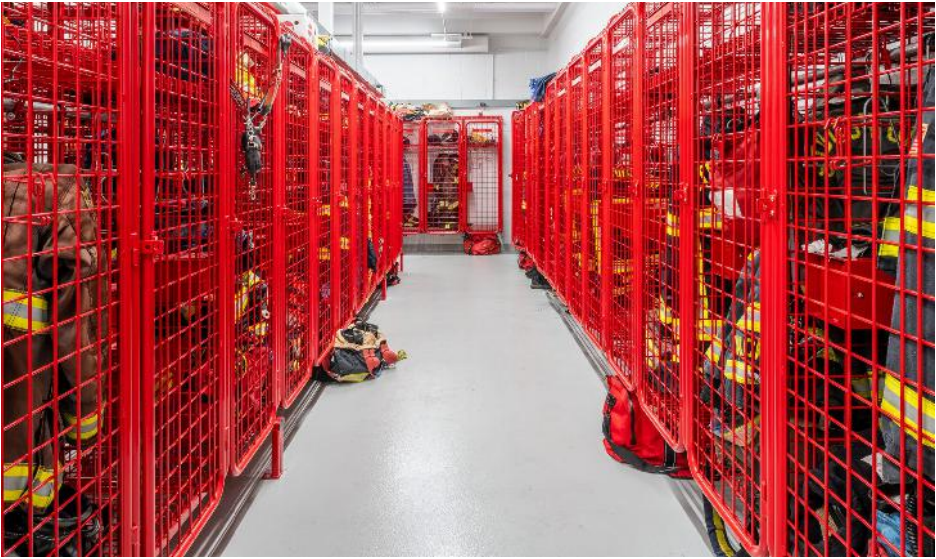
D+W completed a Feasibility Study that included a facilities assessment of the existing police and fire stations, (13) site evaluations, programming and space needs analyses for both departments and numerous renovation, stand-alone and combined facility options.

A new fire station became the favored option for an initial project to replace a woefully undersized, outdated and inadequate station built in the early 20th century. The program includes five, double-deep apparatus bays, a maintenance bay, (12) dorm rooms, fitness area, and kitchen/day room.

The original plan to accommodate a future, co-located police station was scrapped and we are currently reviewing programming needs for a potential renovation/addition project.

The public safety improvement funding supports renovations to the existing Freeman Street fire station. Also designed by D+W, the construction crew has mobilized. It will be remodeled as the Administration/HQ for the department and will include offices and meeting space for the VNA/Department of Health.







PROPOSED NEW TREMONT STATE FIRE STATION
(will become new Headquarters; Station #1, below, to be renovated)



Melrose Public Safety - Phase 1

All four of the City's public safety facilities are old and deficient; systems are at the end of their useful lives and the buildings fail to accommodate programmatic needs.

In 2017, we developed a Master Plan for the Fire and Police Departments after conducting a thorough assessment of existing conditions, completing programming and space needs analyses, and generating multiple options.

With a new Building Committee and new City and Departmental leadership, we updated the plan in 2023 and received funding approval from the voters for a phased approach to upgrading facilities.

For Phase 1, we have generated conceptual plans for a new Police Station (not yet made public) and a new 4-bay Fire HQ (upper left) that will displace Station #2 on Tremont St. (1st floor plan, above). The 1888 Central Fire HQ (left) will be rehabilitated in a subsequent phase, as will existing Station #3 on the east side of town.

Reference: Denise Gaffey, Director and City Planner
daffey@cityofmelrose.org 781.979.4194

Norfolk Fire Station

After completing a programming exercise with the department and evaluating the existing public safety building, occupied only by the fire department since the police moved into their new building a few years ago, we conceptualized how a renovation/addition project might be delivered. However, many shortcomings would have remained in such a scenario, so a new building became the preferred option.

The facility was designed in response to anticipated future growth of the Town and is 100% electric and NET-ZERO-ENERGY READY. Working closely with Eversource and MassSave, we have achieved an EUI of approximately 34.5 which, given the facility's 24/7 operation in a northern climate, is the best that has been attained in the region to date. This is the first fire station/public safety project to be accepted into the MassSave Pathway 1 ZNE-ready program. Based on the EUI noted above, it will also be the first project receiving incentives from this program (\$2.50 per square foot).

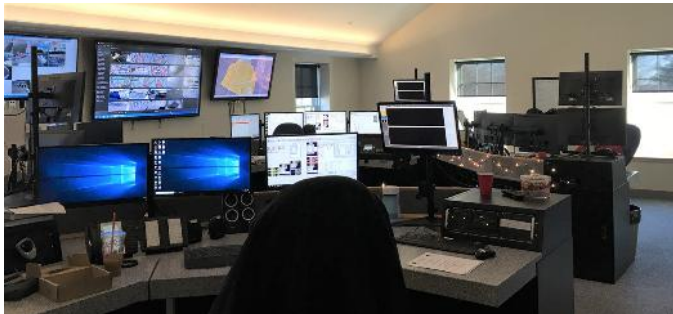


Construction has been completed; landscaping will follow in spring 2025



RENDERING OF NEW STATION





Danvers Police Station

Despite its small footprint, this addition to the Police Station remains one of our most coveted projects as it finally created space in Town for a needed Emergency Operations Center and a Training Room for the department and also tasked us with architecturally blending with the existing building which is modeled after the House of Seven Gables in Salem.

Working closely with the Police Chief, the DPW Director, and the Town Manager, D+W established the programming and space needs for the addition to accommodate an expanded Dispatch Center and the dual-use EOC/Training Room. We developed three options: a two-story option with Dispatch on the second level, a two-story option with Dispatch on the first level, and a single-story option. The favored plan—a 3,750 SF addition with Dispatch on the second level—initially included 8 stations for a future RECC surrounded by a separate supervisor's area, a server room, a small conference room, a break room with kitchen area, dedicated locker room and bathrooms. Ultimately, four stations were installed during construction with all new equipment and furniture and space was allocated to accommodate two more stations in the future.

The scope of work included adding sprinklers throughout the building, expanding the men's locker room, and adding space to create new lockers, showers and toilet facilities for women.



Boston Engine 42

After an intensive planning, program development and design period, the City's first new fire station in three decades was constructed for Station 42 near the Roxbury/Jamaica Plain line.

Prior to construction, D+W designed temporary facilities to accommodate staff, equipment, and apparatus. A pre-engineered building was constructed to house the offices and living quarters while an engineered fabric structure was erected for apparatus. Personnel and equipment occupied the temporary quarters while the existing 2-bay station was razed and new, 3-bay 23,689 SF building was constructed, attaining a LEED Silver certification.

Boston is a national leader in addressing the long-term carcinogen health effects on firefighters. This station is the first in Boston to be designed to effectively separate working areas from living/administrative areas. By strategically separating these functions, physically, and designing the HVAC system to isolate conditioned air, the facility is a model for future stations.

Boston Engine 17 - Later, D+W completed the programming and space needs planning for the new Engine 17 for the City's House Doctor architect who was the prime designer for the project.

Westwood Fire Headquarters

D+W completed a Public Safety Master Plan for the Town of Westwood in 2014. After designing and building a new Fire Station #2 in Islington and a new Police Headquarters next to Town Hall, the final piece of the plan, the Fire Headquarters station, is in progress.

A renovation/addition option gave way to a new facility and after several other sites were vetted and considered for development, the Town chose to build on the site of the existing station. While this choice requires the temporary relocation of personnel and equipment, the location is optimal, the reuse of the site simplifies its development over the other options, and site acquisition cost was avoided. These factors were strongly favorable and led to the final decision to build here..



Gloucester Police and Fire

D+W has been very active in the City in recent years which began with our feasibility study, conceptual plans, and schematic plans of the preferred option for a new combined police and fire station in 2014. After a thorough space needs analysis conducted with both departments, we developed numerous options to accommodate a total of 53,705 SF of program space (11,600 SF for police, 5,520 SF of shared space and 6,608 SF of covered parking) with an estimated construction cost of \$28.5 million. Alternates were developed for a 4-lane firing range and a simulator.

Ultimately, the City could not arrange to build on its chosen site and the project was tabled. References we might have offered for this activity (police chief, fire chief, mayor) are no longer with the City.

In 2018, D+W was retained for an on-call contract with the City. The first task given to us was a city-wide assessment and master plan for their municipal buildings. Capital improvements were identified and prioritized and, in accordance with our recommendations, implementation of various projects began.

Capital improvements recommended for the four fire stations total \$7.2 million over 10 years.

Gloucester Police and Courthouse

For Work Order #15 under our on-call contract, we developed construction documents for HVAC, building envelope and a variety of other upgrades for the co-located Police Station/CourtHouse building (shown at right). The Court's operations relocated to Peabody in May 2023 while the Police Department moved into the Court's 2nd floor space during renovations to the basement and first floor (27,000 SF). After the Police Department moved into its updated quarters, the 2nd floor was completed and the Court has returned to its former space in the building. Project closeout will occur in January 2025.





Fitzgerald Public Safety Complex Plaistow, NH

The Town of Plaistow hired Dore + Whittier in June 2014 to review a previous programming and site study and perform a conditions survey of the existing Public Safety Building, the site, and recently-acquired adjacent land.

The Design Team met with both the Fire and Police Departments to prepare an initial space needs analysis as the basis for single line conceptual plans. Several options included a separate Police Station as well as a Police Station addition to the existing Public Safety Building. The Town and Working Group (Police and Fire Departments) put forth the preferred option of:

- Light Renovation to the existing 16,006 SF to upgrade for use as the Fire Station

- Single-story 13,837 SF Police Station attached to the existing Public Safety Building (shown at left)

- Construction of an access road

Construction was completed during the summer of 2017 to great fanfare.

Reference: Chris Knutsen, Fire Chief
603.382.5012 x401

Note: Chief Knutsen replaced retiring Chief McArdle and was not party to the design and construction, but can speak to the facility's functionality, building systems, and performance.





White Street Fire Station #3 Springfield, MA

In order to construct a new fire station on a small, constrained triangular-shaped site at the intersection of White and Vermont Streets, Dore + Whittier developed an efficient 3-story solution with living quarters on the 3rd floor and offices and the conference/training room on the second.

Close to a main commercial thoroughfare in a densely populated section of the City, FS#3 contextually fits into the surrounding residential neighborhood. The design team met its main directives -- construct an energy-efficient, 50-year building, as "green" as possible, minimize impact to the neighborhood during construction, and create a community asset that is key to the City's revitalization efforts.

White Street was the first LEED™ building for Springfield and the first LEED™ Gold fire station in New England. Reports from City officials confirm that a neighborhood "renaissance" has indeed been in progress.

Reference: David Fontaine Jr. (Fontaine Brothers, Inc., GC)
(city/department contacts no longer available)
413.781.2020



**NEW LEED™ GOLD STATION IN
VICTORIAN NEIGHBORHOOD**





MA Department of Fire Services (DFS)

Dore + Whittier has been engaged with the DFS since 2010 when we were selected to conduct a Certified Study for a new training and administration building at the Springfield MA Academy. We later completed the design for the new 18,477 SF facility that included space for the Springfield Fire Department and the MA State Police Bomb Squad. A ribbon-cutting (actually, a hose de-coupling) ceremony was held in December 2015 to great fanfare.

Construction cost was \$9.3 million

References: Sheila Remondi
Director of Administrative Services
978.567.3140 / sheila.remondi@mass.gov

In 2011, Dore + Whittier was chosen for a House Doctor contract with the DFS and since that time, we have completed numerous, small projects ranging from an HVAC study to the design and construction of two search and rescue props, and upgrades.

DFS Bridgewater

In 2020, D+W was selected to conduct a Certified Study to Master Plan the new Bridgewater campus for DFS. This activity included an existing conditions assessment and programming sessions with the various users of the facility. Projects were prioritized to meet short and longer term training objectives within the facilities and in the training yard as well. A Phase 1 Scope of Work has been produced and is in the Schematic Design phase.

Initial available funding of approximately \$12.0 million will be applied for infrastructure upgrades, a water reclamation system and a new Class A Burn Building.

Like Springfield, there is an emphasis on energy efficiency and resiliency; its water reclamation system is central to site development.

References: Sheila Remondi
Director of Administrative Services
978.567.3149
Scott Schilt
DCAMM Project Manager
857.204.1233 / scott.schilt@state.ma.us







Maynard Fire Station

The existing Fire Station had many physical deficiencies and no longer adequately accommodates the needs of the department. In 2015, Dore + Whittier was selected to conduct a Feasibility Study for an expansion and renovation project to meet the needs of the community today and beyond. The intent was to add 2 apparatus bays with administrative spaces above and to renovate the existing facility to bring it into code compliance. The quantity and severity of problematic issues proved too excessive and cost prohibitive to seriously consider.

Dore + Whittier subsequently surveyed the Town Hall site to determine the potential for relocating the department. Renovations and an addition to the rear of Town Hall were conceptualized which would have forced Town Hall offices to a new location and the fire and police departments colocated. This solution was not widely embraced; ultimately, a new site was identified and, despite its constraints, was suitable to accommodate the full program and the department's new home was completed in 2022.

The first floor of the station includes a 6,698sf five-bay apparatus garage. Accessory spaces for the apparatus are located adjacent to the garage and include turnout gear lockers, watch room, decontamination area, workshop, SCBA fill stations and janitor closets. The building is set into a sloping landscape and features a split level design with the main entrance at the far end of the second floor, convenient to the main parking lot. The second floor hosts six dormitories, living quarters with a kitchen and day room. The building features a fitness area, administrative offices and a large training conference room.







Donald M. Walter, AIA, NCARB

Principal & CEO

Principal in Charge

Project Role: Donald leads the public safety group at D+W. He is the contract manager and develops project strategies and approach with the project team and client, oversees the design effort, and reviews the firm's production.

Current Projects

Melrose MA – Schematic Design for new Police Station and new Fire Headquarters
Consentino Middle School, Haverhill MA – in Construction (MSBA)
Hatherly Elementary School, Scituate MA – in Construction Documents (MSBA)
Westwood (MA) Fire Department – Final Design for New Fire HQ to replace existing

Relevant Work

Stoughton (MA) Fire and Police Departments
– New Prospect Street station; renovations for existing Freeman Street station to become Headquarters;
Feasibility Study for Police Station renovation/addition project

Norfolk (MA) Fire Headquarters
– New, NZE-ready, zero carbon emissions

Scituate (MA) Public Safety Complex – New combined facility

Dedham (MA) Public Safety – New combined facility

Medfield (MA) Public Safety – New combined facility

Melrose (MA) Master Plan for Fire and Police (2017 & 2023)

Westwood (MA) Public Safety Master Plan, New Police Headquarters & New Islington Fire Station #2

Boston Engine 42, Roxbury, MA – New fire station, LEED v3 Gold

Maynard (MA) Fire Station – New facility

North Attleborough (MA) Fire Department Feasibility Study

Swansea (MA) Fire Department Master Plan for four stations

DFS Southeast Master Plan, Bridgewater, MA (DCAMM)

Gloucester (MA) Public Safety Feasibility Study for new complex

Danvers (MA) Police Station
– Addition (new EOC & dispatch center) and renovations

Raynham (MA) Pubic Safety Study and Schematic Design

Hingham (MA) Fire Station Study

White Street Fire Station, Springfield, MA – New LEED Gold station

Years of Experience

25 with Dore + Whittier
16 with other firms

Education

Boston Architectural College
Bachelor of Arts, Architecture

Alfred University
BA, Environmental Studies

Hartford State Technical
College
AS, Architecture

Registrations & Certifications

VT Registered Architect 72775

Member, American Institute
of Architects

National Council of
Architectural Registration
Boards (NCARB)



Lee P. Dore, Associate AIA, CSI, LEED AP®
Principal & President

Project Executive

Project Role: As Project Executive, Lee will oversee design and construction administration efforts, guiding the team, making pivotal decisions, and mitigating critical issues as needed.

Current Projects

Wildwood School, Wilmington MA – in Schematic Design (MSBA)
Vermont Military IDIQ miscellaneous projects

Relevant Work

645 Pine Street, Burlington VT – Space reconfiguration & upgrades

Williston (VT) Police Station and Fire Headquarters

Vermont Fire Training Academy, Pittsford VT – LEED Silver

South Burlington (VT) Fire Station Renovation/Addition – Feasibility Study & Schematic Design

Town of Grand Isle (VT) Municipal Master Plan – Space Planning for fire station, town hall, DPW, and library

Champlain Valley Union High School Facility Assessment

City Center, South Burlington VT

- Space Needs Analysis and concepts for new City Hall, Community Library & Rec Dept w/Senior Center

Fletcher Free Library, Burlington VT – Feasibility Study & Schematic Design for renovation of the library

Larner Classroom, University of Vermont College of Medicine, Burlington VT

- Planning, design & construction admin services for a new high technology, team-based Learning classroom

Charlotte (VT) Central School

- Facility Assessment, 3-year phased Capital Improvement Plan, upgrade projects

South Burlington (VT) School District

- Facility assessment of 3 elementary schools

- District Master Plan

- Feasibility Study / Conceptual Options / Schematic Design for Preferred Option for Middle/High School

Shelburne (VT) Community School – Renovation of PK-8 public school

Elm Hill + Union Street Schools, Springfield VT – Renovation/addition

Northbridge Elementary School, Whitinsville MA (MSBA)

- New PK-5 school for 1,021 students, LEED v4 Silver certified

Park Avenue Elementary School, Webster, MA (MSBA)

- New, grades PK-4, 818 students, LEED v3 Gold certified

Greenfield (MA) High School (MSBA)

- New 160,000sf school and renovation of existing auditorium, LEED v3 Gold certified

Years of Experience

28 with Dore + Whittier
1 with other firm

Education

University of Vermont
Bachelor of Arts

**Registrations &
Certifications**

Associate Member, American
Institute of Architects

Construction Specifications
Institute (CSI)

USGBC LEED AP®



Thomas Hengelsberg AIA, NCARB, LEED AP®
Associate

Project Manager

Project Role: Tom will be your primary contact and responsible for overall team coordination, project meetings, communication, budget and schedule. Tom combines strong technical knowledge with a keen design sense and a collaborative management approach.

Current Projects

Hatherly Elementary School, Scituate MA – in Construction Documents (MSBA)
Fletcher Free Library, Burlington VT – Envelope improvements

Relevant Work

City of South Burlington (VT)

- Facility Assessment of city buildings (two fire stations, city hall, civic center, and DPW properties)
- Space Needs Analysis and concepts for new city hall, community library & rec dept w/senior center

Town of Grand Isle (VT) Municipal Master Plan

- Space Planning for fire station, town hall, DPW, and library

Fletcher Free Library, Burlington VT

- Feasibility Study & Schematic Design for renovation of the library

Larner Classroom, University of Vermont College of Medicine, Burlington VT

- Planning, design & construction admin services for a new high technology, team-based Learning classroom

Charlotte Central School, Charlotte VT

- Facility Assessment, 3-year phased Capital Improvement Plan, energy efficiency upgrades

South Burlington (VT) School District

- Long-term school facilities Master Planning
- District Administrative Offices—planning & programming for relocation

Mt. Abraham Union High School, Bristol VT

- Programming and conceptual design for renovations

Northbridge Elementary School, Whitinsville MA (MSBA)

- New PK-5 school for 1,021 students, LEED v4 Silver certified

Greenfield (MA) High School (MSBA)

- New 160,000sf school and renovation of existing auditorium, LEED v3 Gold certified

Northeast Metropolitan Regional Vocational School, Wakefield MA

- Feasibility Study with multiple options evaluated in preparation for a major renovation/addition project
- On-Call Project Architect for small Capital Improvement Projects

MassBay Community College, Wellesley Hills MA

- Review of existing conditions, programming, design analysis, and schematic design of a proposed relocation of and upgrades for the Library, Computer Lab, Computer classrooms and Academic Achievement Center

Years of Experience

14 with Dore + Whittier
17 with other firms

Education

Syracuse University
Bachelor of Architecture

**Registrations &
Certifications**

VT Registered Architect 2201

Member, American Institute
of Architects

National Council of
Architectural Registration
Boards (NCARB)

USGBC LEED AP®



Years of Experience

16 with Dore + Whittier
5 with other firms

Education

University of Cincinnati
Bachelor of Architecture

Registrations & Certifications

VT Registered Architect 58756
Member, American Institute of Architects
National Council of Architectural Registration Boards (NCARB)
CSI Construction Documents Technologist (CDT)
USGBC LEED AP®
WELL Accredited Professional

Awards

Inaugural Recipient of AIA VT John Dale Award (2020)



David S. Mentzer, AIA, NCARB, CDT, LEED & WELL AP®

Senior Associate

Project Architect

Project Role: As Project Architect, Dave establishes design criteria and participates in the design process to optimize accessibility and functionality and check compliance with codes. He reviews submittals and shop drawings and reviews substitution and change order requests for conformance with materials, methods and design intent. He provides input related to design objectives, the physical appearance and architectural features of the building.

Current Projects

Hatherly Elementary School, Scituate MA – in Construction Documents (MSBA)
Consentino Middle School, Haverhill MA – in Construction (MSBA)
Vermont Military IDIQ miscellaneous projects

Relevant Work

Vermont Fire Training Academy, Pittsford VT
– New LEED Silver training/administration facility
Dedham (MA) Public Safety – New combined police & fire facility
Westwood (MA) Police Headquarters & Islington Fire Station #2 – New, separate facilities
Center Fire Station, Groton MA – New station
DFS Training Academy, Springfield MA
– New training and administration facility
Connecticut Regional Fire School, Fairfield CT
– New training academy, administration and vehicle maintenance facility
Charlotte (VT) Central School – Addition/renovation for entrance, reroof, and new elevator
South Burlington (VT) Middle School /High School – Study and conceptual plan for new combined school facility
Vermont Military Department Indefinite Delivery/Indefinite Quantity (IDIQ) contract
– Miscellaneous repair/upgrade projects
– Westminster Armory renovation
Larner Classroom, University of Vermont College of Medicine, Burlington VT
– Planning, design & construction admin services for a new high technology, team-based Learning classroom
Needham (MA) Public Schools
– High school 21,000 SF addition and 13,200 SF renovation
– New Sunita L. Williams Elementary School, LEED v4 Silver certified (MSBA)
Pentucket Regional Middle-High School, West Newbury, MA (MSBA)
– New 211,700sf school for 965 students
Northbridge Elementary School, Whitinsville MA (MSBA)
– New PK-5 school for 1,021 students, LEED v4 Silver certified



Jason Harris, Associate AIA, LEED AP®

Public Safety Programmer/Designer

Project Role: Jason will issue and review questionnaires, conduct programming discussions, generate initial space needs summaries, and develop options for configuration of space.

Current Projects

Stoughton (MA) Police – Review/update of 2021 program
Melrose (MA) Police – Programming/Schematic Design for new station
Melrose (MA) Fire – Programming/Schematic Design for new station
Raynham (MA) Review/update of program & design (restart of project after a site-related delay in 2021)

Relevant Work

Dedham (MA) Public Safety
– Programming, Feasibility, and Schematic Design or new combined police & fire facility
Norfolk (MA) Fire Headquarters
– new, NZE-ready, zero carbon emissions
Westwood (MA) Fire Department
– Feasibility Study/Programming/Schematic Design for New Fire HQ
Fitzgerald Public Safety, Plaistow NH
– Redevelopment of existing public safety facility and addition for a new, attached police station
Melrose (MA) Master Plan for Fire and Police
North Attleborough (MA) Fire Department Feasibility Study
Dunstable (MA) Public Safety
– Feasibility Study for Fire and Police
Gloucester (MA) Public Safety
– Programming and Feasibility Study
Stoughton (MA) Fire Department
– Programming/Feasibility/SD for new Prospect St station & renovations to Freeman St station to become HQ
Swansea (MA) Fire Department
– Master Planning for Addition/Renovation/Replacement of existing facilities
Stoneham (MA) Fire Feasibility Study/Conceptual Plan for new 2nd station and add/reno for historic HQ
DFS Southeast Master Plan, Bridgewater MA (DCAMM)
Boston (MA) Engine 42 – Programming, Feasibility, and Schematic Design for new fire station
Boston (MA) Engine 17 – Programming for new station (for City's House Doctor architect)
Maynard Fire Station, Maynard MA
– Programming, Feasibility, and Schematic Design or new facility

Years of Experience

15 with Dore + Whittier
10 with other firms

Education

Portland State University
BS, Architecture
Columbus State College
Associate of Applied Science

Certifications

Associate Member, American
Institute of Architects
USGBC LEED AP®



Marjorie Dickstein, AIA, NCARB, LEED AP® BD+C, CCS, CCCA, CIP-a **Senior Associate**

Specifications Specialist

Project Role: Working closely with the Project Team, Marjorie will select materials and components and develop specifications based on proven methods and performance, cost effectiveness, and sustainability objectives. She will assist in the review of contractor submittals to ensure performance with design intent.

Current Projects

Hatherly Elementary School, Scituate MA – in Construction Documents (MSBA)
North Attleborough (MA) High School – in Schematic Design (MSBA)
Wildwood School, Wilmington MA – in Schematic Design (MSBA)

Relevant Work

Grand Isle (VT) Fire Station Feasibility Study & Schematic Design
Dedham (MA) Public Safety – New combined police & fire facility
Westwood (MA) New Police Headquarters & New Islington Fire Station #2
Stoughton (MA) Fire Department
– New Prospect St fire station and renovations to existing Freeman St station to become Headquarters
Center Fire Station, Groton MA – New station
Connecticut Regional Fire School, Fairfield CT
– New training academy, administration and vehicle maintenance facility
Gloucester (MA) Police Station/Courthouse renovations and upgrades
Maynard (MA) Fire Station – New fire station
Scituate (MA) Public Safety Complex – New combined facility
Danvers (MA) Police Station
– Addition (new EOC and dispatch center) and Renovation
Hingham (MA) Fire Station Study
South Burlington (VT) High School renovation
Pine Hill Elementary School, Westwood MA – new, Net Zero Ready (MSBA)
Pentucket Regional Middle-High School, West Newbury, MA (MSBA)
– New 211,700sf school for 965 students
Northbridge Elementary School, Whitinsville MA (MSBA)
– New PK-5 school for 1,021 students, LEED v4 Silver certified
Needham (MA) High School Addition/Renovation
Pine Grove School, Rowley, MA (MSBA) – renovations & upgrades

Years of Experience

10 with Dore + Whittier
19 with other firms

Education

Yale University
Master of Architecture
Eugene Lang College, New
School for Social Research
Bachelor of Arts
Parsons School of Design
Bachelor of Fine Arts

Registrations & Certifications

VT Registered Architect 2787
Member, American Institute
of Architects
Nat'l Council of Architectural
Registration Boards (NCARB)
USGBC LEED AP® BD+C
CSI Certified Construction
Specifier (CCS)
Certified Construction
Contract Administrator (CCCA)



Michele Barbaro-Rogers, AIA, NCARB, CPTED

Senior Associate

Security Consultant

Project Role: As a CPTED (Crime Prevention Through Environmental Design) certified professional, Michele can offer expert recommendations on designing spaces that promote natural surveillance, clear boundaries, controlled access, and a sense of community care, all aimed at enhancing safety for facility users and the surrounding community.

Current Projects

Consentino Middle School, Haverhill, MA (MSBA), Project Manager – in Construction
Westwood (MA) Schools and Municipal Buildings Assessment
Needham (MA) On-call contract – miscellaneous repair, replacement & upgrade projects

Relevant Work

East Veterans Elementary School, Gloucester MA – new, LEED Gold certified (MSBA)
Mulcahey Elementary School, Taunton MA – new, LEED Silver certified (MSBA)
Sunita L. Williams Elementary, Needham MA – new, LEED Silver certified (MSBA)
West Parish School, Gloucester MA – new, LEED Gold certified (MSBA)
Gloucester (MA) Elementary Schools – Facility Assessment & Master Plan
Billerica (MA) Public Schools – Comprehensive Facilities Study & Master Plan
Chelmsford (MA) Facilities Assessment/Master Plan & Master Plan Update
Needham (MA) Elementary and Middle School Master Plan; High School Expansion; On-call architectural services
Easton (MA) Municipal & School Facilities Study & Master Plan – 19 buildings
Natick (MA) Public Schools – Elementary & Middle School Facilities Assessment
Brockton (MA) Public Safety Complex
– Concept Plan for facility to accommodate City's public safety departments, District Attorney's Office, municipal IT department, ATF, and FBI
Dedham (MA) Senior Center
– Concept plans for adaptive re-use of 1904 barn on historic Endicott Estate
MassBay Community College Library, Wellesley Hills MA
– Review of existing conditions, feasibility study, programming, design analysis, and schematic design for proposed relocation/expansion of the Library, Computer Lab, Computer classrooms and Academic Achievement Center
– Concept design for new academic building for Biotech Science

Years of Experience

14 with Dore + Whittier
24 with other firms

Education

Roger Williams University
Bachelor of Architecture

Registrations & Certifications

National Council of
Architectural Registration
Boards (NCARB)
Crime Prevention Through
Environmental Design
(CPTED) Certified



Berglind Davis, NCIDQ, IIDA

Interior Designer

Project Role: Berglind will work closely with the team to take the programmatic needs and develop options for the layout of the space, establishing space standards based on users' needs, desired outcomes and project goals. She will bring to life the look and feel of spaces through color and finishes that complement the function of each department.

Current Projects

Stoughton (MA) Freeman Street Fire Station renovations/VNA area setup
Wildwood School, Wilmington MA – in Schematic Design (MSBA)

Relevant Work

Norfolk (MA) Fire Headquarters – new, NZE-ready, zero carbon emissions
Stoughton (MA) New Prospect Street Fire Station
New Boston Engine 42, Roxbury MA
645 Pine Street, Burlington VT
– Municipal Offices Programming, Space Reconfiguration
Massachusetts State College Building Authority (MSCBA) House Doctor
– Framingham State University 2018-2020 Summer projects
Northbridge Elementary School, Whitinsville MA (MSBA)
– New PK-5 school for 1,021 students, LEED v4 Silver certified

With MorrisSwitzer Environments for Health:

Mt. Mansfield Orthopedics, VT: Medical Office Building
Mt. Ascutney Hospital, Windsor, VT: Emergency Department Renovation
Champlain Valley Oral & Maxillofacial Surgery, VT: Dental Office Fit-Up
CVPH, Medical Center, Plattsburgh, NY: Surgery Addition & Renovation
CVPH Medical Arts Building, Plattsburgh, NY: Medical Office Building
Maine Medical Center, Scarborough, ME: Ambulatory Surgery Center
D'Youville Pavilion, Lewiston, ME, Alzheimer & Dementia unit renovation
Sunbury Primary Care, Bangor ME, Medical Office Building
Alice Hyde Medical Center, Malone, NY: Rehabilitation Center

With Freeman French Freeman:

VA Medical Center, White River Junction, VT: Inpatient Psychiatric Unit Renovation
USDA Testing Laboratory, Hanover, NH: Laboratory and Office Fit-Up
Community Health Center of Burlington, VT: Medical Office Building (LEED Certified)
Springfield Hospital, VT: Laboratory and Infusion Clinic
Associates in Orthodontics, P.C., Essex, VT: Dental Office Fit-Up
Rumford Hospital, Rumford ME: Consolidated Inpatient Unit
Penacook Family Practice, Penacook, NH: Medical Office Building

Years of Experience

6 with Dore + Whittier
20 with other firms

Education

The Danish School of
Design, Copenhagen
BFA Interior Architecture
and Design

Registrations & Certifications

Certified Interior Designer,
National Council on Interior
Designer Qualifications

Member, International
Interior Design Association



John F. Thompson, Assoc. AIA, LEED AP®
Senior Associate

Document/QA-QC Manager

Project Role: Assisting the Design Team, John will support the development of the design drawings and construction documents. During construction, he will assist the Project Manager with our construction administration services. John will investigate accessibility issues and ensure that the design complies with all requirements of ADA and MAAB.

Current Projects

Greater New Bedford Regional Vocational Technical High School, New Bedford MA On-call contract – Various projects, including upgrades and renovations to vocational program spaces (collision, health services, culinary)

DFS Training Academy Facility (Ph 1), Bridgewater MA

Relevant Work

Williston (VT) Public Safety Facilities

Burlington (VT) Fire Department Consolidation Plan code review

Burlington (VT) Fire Station #2 dorm area toilet and renovations

Shelburne (VT) Fire Station concept plan

DFS Training Academy Master Plan, Bridgewater MA

Scituate (MA) Public Safety Complex – New combined police & fire facility

Dedham (MA) Public Safety – New combined police & fire facility

Medfield (MA) Public Safety – New combined police & fire facility

DFS Training Academy, Springfield, MA – New training and administration facility

Center Fire Station, Groton MA – New station

University of Vermont, Burlington VT

– Living & Learning Complex, Building C renovations

Shelburne (VT) Community School – Renovation of PK-8 public school

Northbridge Elementary School, Whitinsville, MA – new, LEED v4 Silver certified

Mulcahey Elementary School, Taunton MA – new, LEED Silver certified

Dedham (MA) Middle School – New, ACEC “Gold Award” recipient, Green School Certified by MA DOE

Weston (MA) High School New Science Wing

Greenfeld (MA) High School – New 160,000sf school and renovation of existing auditorium, LEED v3 Gold certified

Park Avenue Elementary School, Webster MA – New 109,000sf, grade PK-4 school, LEED v3 Gold certified

Wilmington (MA) High School – New 192,443sf school for 960 students, LEED v3 Gold certified

Years of Experience

23 with Dore + Whittier
15 with other firms

Education

SUNY Buffalo
*Bachelor of Professional
Studies in Architecture*

**Registrations &
Certifications**

Associate Member,
American Institute of
Architects

USGBC LEED AP®



Tim P. Mullen, CSI

Job Captain/Construction Administrator

Project Role: Tim will assist the design and management team to establish the construction approach and schedule. He will play a key role in establishing the development of bid packages and working with the Contractor/Construction Manager throughout the project. He will assist in obtaining permits, supervising construction, and approving payments to the contractor.

Current Projects

Norfolk (MA) Fire Station final landscaping/closeout

Relevant Work

Boston (MA) Engine 42 – Construction and eventual removal of temporary facilities

DFS Training Academy, Springfield, MA – New training and administration facility

Springfield (VT) Elementary Schools

- Feasibility Study/Master Plan which led to major renovations/addition projects for two of the town's three elementary schools

Greenfield (MA) High School

- New 160,000sf school and renovation of existing auditorium, LEED v3 Gold certified

Newton (MA) North High School

- New Comprehensive High School with vocational technical center, 412,753sf, LEED v2 Gold certified

Wakefield (MA) Memorial High School

- Design of multiple renovation and new construction options as part of larger Feasibility Study

Acton-Boxborough Regional School District, Acton MA

- Public School Facilities Assessment and Capital Improvement Master Plan

Weston (MA) High School New Science Wing

With prior firms:

Vermont ANG Munitions Maintenance Storage Complex, South Burlington VT

Chittenden Community Correctional Facility, So. Burlington VT

- New admin wing & gym conversion; responsible for development of Construction Documents for coordinated A/E trades, served as Architect's on-site representative for Construction Administration
- Sallyport Conversion; programming for alterations and renovations to existing facility to accommodate security upgrades

Years of Experience

17 with Dore + Whittier
10 with other firms

Education

Vermont Technical College
AS, Architectural & Building
Engineering Technologies

Registrations & Certifications

Construction Specifications
Institute (CSI)

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

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

Structural Engineering

Engineering Ventures structural team collaborates with their clients to ensure that structural considerations are incorporated into designs at the beginning of the project. This close cooperation translates into buildings that are efficient, effectively coordinated, and cost effective. Services offered include building code compliance, new building system structural design, historic building evaluation and restoration, load analysis and design, rigid and braced frames for earthquake and wind, retaining walls, fire walls, trusses, foundations, composite systems, and roofs. The professionals at Engineering Ventures are well versed in heavy timber, lumber and manufactured wood, structural steel, light gauge steel, reinforced concrete (placed, precast, and fabric formed), and masonry.



Civil Engineering and Permitting

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



Municipal and State

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





Williston Public Safety Facility Complex, Williston, VT – EV has completed structural design and drawings for the recently completed Vermont State Police Barracks in Williston Vermont. The main building houses the police station, a 911 call center, Fish and Wildlife offices, the Vermont Information Center, and various police assets. A large garage/maintenance building is used to store and maintain the boats and vehicles, while keeping them readily accessible for emergency responses. Thermal detailing was a key component and challenge on this project to make the building highly energy efficient.



Burlington Fire Department #1: EV provide civil engineering and permitting services to provide improved roof drain and sewer service lines. Work inside and outside the fire station was performed to connect these services into the rear Burlington ravine sewer. Construction Phase services were also provided. EV staff have provided engineering services to the remaining parcels on the same block as Fire Station #1 including the Fletcher Free Library, College Street Congregational Church, Memorial Auditorium and adjacent parking lot.



Williston Police & Fire Departments, Williston, VT – Assessment of a site on Talcott Rd. led to improvements and new construction of the Police Station for the town of Williston. Associated enhancements included parking and buried utilities, erosion control, rough grade, grading of swales, stormwater detention ponds, and stabilization of disturbed area soils with mulch or bonded fiber matrix. Permitting and Act 250 assistance were also provided.



Hinesburg Community Center/Public Safety Building, Hinesburg, VT – Structural engineering was provided for the new expanded fire station to include fire and police departments and community functions totaling roughly 15,000-sf with a mezzanine.



Burlington Fire Stations, Burlington, VT – Our firm has assisted on numerous projects at the Burlington fire stations over the years. Current projects include structural review of Fire Station 1, and structural review, analysis, and design of the floor replacement for Fire Station 2. This requires determination of systems that need to be removed during demolition, and design of their reinstallation after the slab is replaced.



St. Albans Public Works Feasibility Study for the Fonda/Solo Site, St. Albans, VT – In conjunction with the Johnson Company, Regional Planning staff, and the City, we completed a feasibility study and conceptual site design for redevelopment of an abandoned brownfield site to house municipal fire, police, and public works functions for the community. Conceptual site design was provided to create zones for multiple uses and shallow, frost protected footings for the foundations were suggested to minimize the amount of soils and contaminated concrete that would need to be exported from the site.



Colchester Police Renovation and Additions, Colchester, VT – Civil and structural engineering and permitting assistance were provided for renovations of the existing police station and the addition of a 2,500-sf vehicle sallyport, and a 2,500-sf, two-story addition to house an elevator, stairwell and offices.



Westport Fire Station, Westport, NY – Our structural and civil teams assisted with this new apx. 8,000sf fire station in a historic park. Our structural team provided analysis and design of the primary structural framing and foundations, and all other relevant design phase tasks as well as construction administration. Our civil team planned for an on site waste system serviced by the municipal potable water system, storm water treatment and attenuation on site, design of access drive, and all relevant permits including NYS Storm Water Pollution Prevention Plan.



Vermont Supreme Court Building Study, Montpelier, VT – Structural engineering assessment and analyses as part of feasibility study concerning building conversion to use for State Archive facility. Gravity and seismic load work was conducted and included designs to reduce code mandated upgrades. Building is multi-story reinforced concrete superstructure.



Bennington State Court House, Bennington, VT – Structural and civil design services were provided for the selective demolition, reconstruction and renovation of approximately 65,000 sf of general office space, four courtrooms, and specific correctional department and detention components. This project was designed using the Vermont State “Advanced Buildings” Protocol, and LEED Certification.



South Burlington Library & Community Center, VT – The South Burlington Library and Community Center project was a civil/structural project completed as part of an architectural team for the City of South Burlington. Design was complicated by the interaction with past, current, and proposed work on adjacent properties. Engineering Ventures designed connecting driveways and pedestrian routes to Market Street, Marcotte Elementary, and Allard Square housing. Also included was reconfiguration of the school bus drop off area and staff parking lot. Stormwater treatment and detention for the main project and school parking expansion used high rate bioretention systems with flow mitigation in large, subsurface storage galleries. These systems met the current requirements of the state and South Burlington stormwater utility and also looked toward compliance with the 3-AC requirements now in place. The building structure was complicated by an articulated façade and varying roof levels, requiring discontinuous floor diaphragms, heavily loaded braced frames, and transfer beams.





Waterbury State Office Complex Restoration, Waterbury, VT - Structural and civil engineering design services were provided for the removal of the 22 most susceptible and least historically valuable buildings and dry flood proofing of the remaining core buildings. Also included were construction of a new Central Plant, 70,000+ sf office building, reconfiguration of parking areas, installation of a new stormwater collection and treatment system, and a new sewer collection system.



Vermont Army National Guard (VTARNG) – Westminster Armory, Westminster, VT – Structural and civil services are currently being provided for this military base in southern Vermont. Our engineering teams performed a feasibility study to expand the existing armory.



US Canada Border Stations, Swanton, VT and Beecher Falls, VT – Structural and civil engineering services, and permitting were provided for the construction of two new Border Stations, including: geotechnical review, property and topographic survey, wetland delineations, site, grading, stormwater management, erosion control, and sanitary sewer and water plans. The stormwater management plan included ponds, naturally lined channels, and other LID stormwater measures. The naturally lined channels allowed diverse vegetation to become established and stormwater to infiltrate.



City Place, Burlington, VT – Our civil team is part of this downtown revitalization project. This project is slated to have 427 housing units, 80 of which will be affordable. We are paying close attention to stormwater management systems for this compact site. Our solutions include 50,000-gallon stormwater tanks, a green roof, and permeable pavement. These tactics filter and treat water before it is released back into the environment, a massive improvement from the malls untreated water flowing back into Lake Champlain. This project is expected to wrap up in 2025.



ONE Lakeview Terrace, Burlington, VT – Nearly all of this 43-unit, 4-story complex is elevated above grade on canted steel columns. Our structural engineers were tasked with making sure the columns could support the weight of the entire building, blending creativity with stability. The columns are situated on top of concrete footings that are themselves sitting on top of steel piles driven into the hillside. These piles are the key to the stability of the building.





RUSS MILLER-JOHNSON, P.E., S.E

Senior Engineer

Russ Miller-Johnson has over 40 years of progressive experience in sustainable structural engineering design including lead engineer roles in management and execution of projects. He has significant experience in assessments, renovations, rehabilitations, additions, expansions, field inspection, and construction engineering for all types of construction. His work also includes performing quality assurance and peer reviews, as well as client administration.

Education

Georgia Institute of Technology
Bachelor of Science in Civil Engineering

Professional Registrations

Current:
Vermont
Georgia
Pennsylvania
Wisconsin
Iowa
Oregon

Past or Dormant:

Texas
Oklahoma
South Carolina
U.S.V.I.

Professional Societies

American Society of Civil Engineers (ASCE)
Structural Engineering Institute Sustainability Committee (2003-2020); Thermal Bridging Working Group (current Guest)

He is currently serving on the American Society of Civil Engineers Structural Engineering Institute's Sustainability Committee. In this capacity, he has worked on the Masonry chapter for the "Structural Engineer's Guide to Sustainability", co-authoring several articles on sustainability practices for industry publications, including a supplement to the Modern Steel Construction publication, Modern Steel, March 2012 edition. He has written for national structural engineering magazines on foundations and thermal bridging reduction as well.

Russ leads EV's Green Team's implementation of Life Cycle Analysis and CO2 load work. Most recently Russ has served as the Structural Principal in Charge on the Waterbury State Office Complex Restoration, which is the largest state project in the history of Vermont.

Relevant Projects

- Hinesburg Public Safety Building, Hinesburg, VT
- State of Vermont Public Safety Building, Waterbury, VT
- State Police Facilities, Williston, Vermont
- Police/ Fire Renovations and Additions, Brattleboro, VT
- Police Station, Colchester, VT
- Police Station, Hinesburg, VT
- Fire Station, Bristol, VT
- Fire Station, Middlebury, VT
- DPW/ Fire Station, Westport, NY
- Fire Station, Merrimack, NH



WILLIAM A. NOURSE P.E.

Structural Group Manager/Senior Structural Engineer/Principal

Bill joined EV in 2006 and has a Bachelor's and Master's Degree in Structural Engineering from Rensselaer Polytechnic Institute in Troy, New York. Bill has over 18 years of structural engineering experience on a variety of projects spanning industrial, municipal, medical, commercial and residential markets.

Recent completed projects include the West Hartford Delamar Hotel, Champlain College Center for Communication and Creative Media, Alice Peck Day Multi-Specialty Clinic, Dartmouth Sports Pavilion, Chroma Technologies Addition and the Bellows Falls and St. Albans Waste Water Treatment Facilities. He has also designed a variety of municipal precast structures in Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut and New York. He is a member of AISC and is also a past board member for the Structural Engineering Association of Vermont (SEAVT).

Education

Rensselaer Polytechnic Institute
Bachelor of Science in Civil Engineering
Master of Engineering, Structural Emphasis
University of New Hampshire – Durham
Master of Science, Geotechnical Emphasis

Professional Registrations

Vermont
New York
New Hampshire

Professional Societies

Structural Engineer's Society of Vermont (SEAVT)
American Institute of Steel Construction
(AISC)

Relevant Project Experience

- Middlebury Police Station Foundation, Middlebury, VT
- Pittsford Police and Fire Training Facility, Pittsford, VT
- Fire Station, Colchester, VT
- Camp Johnson Building, Colchester, VT
- Northern State Correctional Facility, Newport, VT



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

President

Kevin Worden, President, is a graduate of Worcester Polytechnic Institute, with Bachelor of Science degrees in both Civil Engineering and Humanities. He was named the 2001 Vermont Young Engineer of the Year. Kevin is a LEED and Sustainability Specialist at Engineering Ventures, contributing more than 25 years of experience in permitting, civil and structural engineering design. He takes a holistic and innovative approach to projects, grounded in the fundamentals of engineering. Fostering long lasting connections through project collaboration is important to Kevin.

Kevin is a Burlington Resident.

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

Relevant Project Experience

- NHARNG Field Maintenance Shop, Hooksett, NH
- NHARNH, Type C Services, NH
- Border Stations, Swanton, VT
- Border Stations, Beecher Falls, VT
- State Police Facilities, Williston, VT
- Police and Fire, Brattleboro, VT
- Police Station, Colchester, VT
- Police / Fire Station & Town Green, Hinesburg, VT
- Police & Fire Feasibility, Wilmington, VT
- Police Department, South Burlington, VT
- Police Needs Assessment, Dover, NH
- Police Station, Hinsdale, NH
- Police Parking Lot, Burlington, VT

Education

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

Professional Registrations

Vermont
 New Hampshire

Professional Societies

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



PAUL M. BOISVERT, P.E., LEED AP

Senior Engineer/Principal

Paul joined EV in 2007 bringing with him a wealth of experience in water quality engineering, site design and permitting. Since then, he has grown into a project management role, focusing on the whole project and client relationship. In 2012, Paul became a principal of the firm and senior engineer with supervisory responsibility for growing team members.

Paul's wide range of experience includes site design, project management, contract administration, and permitting at the local, state and federal levels. His approach to projects combines a strong interest in sustainable design with an understanding of the operational implications that follow.

He enjoys the unique challenges represented by redevelopment, brownfield, and urban infill projects, with recent examples including the Winooski School District Capital Project, South Burlington Library and Community Center, Lake Champlain Community Sailing Center, and Stormwater master planning for the Burton campus. Paul led site design and the Act 250 permit process for reconstruction of the Waterbury State Office Complex as well as stormwater and site design for Union Elementary School in Montpelier.

Paul's expertise includes numerous stormwater design projects in Vermont, many within stormwater-impaired watersheds and involving offsets, and sediment load reductions.

Relevant Project Experience

- NHARNG, Concord, NH
- Border Stations, Swanton, VT
- Fonda/Solo Public Works Site, St. Albans, VT
- Police Parking Lot, Burlington, VT
- Police / Fire Station & Town Green, Hinesburg, VT

PUBLIC SAFETY & VERMONT PROJECTS

Stoughton Public Safety, Stoughton MA

Estimates for construction Options for new 69,553 SF Public Safety Building
\$24-42 M

Medfield Public Safety, Medfield MA

Estimates for construction of new 41,022 SF Public Safety Building
\$15M

Raynham Public Safety, Raynham MA

Estimates for of new 49,840SF Public Safety Building
Estimated Cost: \$28.7 M

Quincy Public Safety, Quincy MA

Estimates for construction of new 123,926SF Public Safety Building & 130,260SF Parking Garage
Estimated Cost: \$89.1 M

Ashland Public Safety, Ashland MA

Estimates for construction of new 41,148SF Public Safety Building
\$28.4 M

Southborough Public Safety, Southborough MA

Estimates for construction of new 37,565SF Public Safety Building
\$17.3 M

Barre Vermont Municipal Buildings Assessments, Barre, VT

Assessment estimate for Barre Municipal Buildings including Fire Station, DPW & Truck Garage Building, Recreation Building, and Water Treatment Plant.
\$Varies by Building

Fletcher Free Library, Burlington, VT

Estimates for grant application for roof repairs.
\$654,350

South Burlington Public Building, South Burlington, VT

Estimates for utility separation.
\$1.3M

South Burlington Middle & High School, South Burlington, VT

Estimates through SD Phase for construction of new 136,169gsf middle school and 206,729gsf high school.
\$199M



PETER BRADLEY

PRESIDENT

Peter founded PM&C in 2005 to help clients focus on comprehensive cost control. His commitment to deliver quality projects within budget is a true testament to his client-focused responsiveness. Having been in the construction business for over 35 years with experience as a hard-bid estimator, chief estimator for a design/bid contractor, cost consultant for one the world's largest cost management firms, development manager on a successful \$500M mixed use project, project manager on numerous private sector projects and now leading PM&C, he is an expert in cost estimating and cost management with in-depth knowledge of conceptual project budgeting. Peter has structured PM&C to be small enough to give personal attention to clients, but large enough to handle any size project. Peter enjoys the diversity of the projects he works on and has a keen ability to partner with his clients to ensure they get the best value for money.

EDUCATION

University of Ulster, Belfast,
Northern Ireland
1984–1988

BSc in Quantity Surveying
specializing in Construction
Cost Control, Engineering,
Design, and Law.

LEED AP 2004

RELEVANT PROJECT EXPERIENCE:

- Easton Public Safety & DPW, Easton MA
- Pembroke Public Safety Headquarters, Pembroke MA
- Marlow Public Safety, Marlow NH
- Swansea Public Safety, Swansea MA
- Lynnfield Public Safety, Lynnfield MA
- Barre Municipal Buildings, Barre VT
- Fletcher Free Library, Burlington VT
- South Burlington Public Building, South Burlington VT
- Stoughton Public Safety, Stoughton MA
- Medfield Public Safety, Medfield MA
- Raynham Public Safety, Raynham MA



V/T Commercial offers one of the most successful purely commercial real estate brokerage firms in Vermont. We have been actively involved in Vermont Real Estate for 38 years. Our strength is in corporate and institutional representation, and we work only with the sales and leasing activities of commercial properties.

V/T Commercial's greatest competitive advantage is that we do not compete with our clients. Most other brokerage companies are also developers and active real estate investors. Our firm is a “brokerage only” company with the single goal of representing the best interests of our clients. We have represented, and we will continue to represent, Vermont's premier properties in both sales and leasing opportunities.

Our company philosophy and method of operating are summarized as follows:

- ✓ We are committed to the highest degree of integrity in our representations, and we will work fully in the best interest of our clients.
- ✓ We will not accept more listings that we can professionally service.
- ✓ We are dedicated and focused strictly on commercial real estate brokerage transactions.

Our company believes in working as a team. We treat all assignments as office projects, and we continuously strive to be knowledgeable of each other's activities in order to assist in marketing, motivation, negotiations, and closings.

There are numerous advantages to the team approach:

- the entire office becomes intimate with and incentivized by the project;
- communication internally and with the client is enhanced;
- the office acts as the point for the other professionals involved in the transaction (attorneys, engineers, etc.) and greatly reduces confusion;
- more time, money, and effort can be dedicated thereby increasing the chances of success for the office and for the client;
- the marketing is cohesive and the message is consistent.

We track and maintain an updated database of recent transactions, potential purchasers, and market conditions. As a firm, we strive to continuously improve upon our knowledge of the market, and we encourage constant education in our brokers in the field.

The firm currently consists of four partners-Tony Blake, Linda Letourneau, Johnny Beal, and Yves Bradley, as well as the founder, Bill Kiendl. Our offices are located at 208 Flynn Avenue, in the heart of Burlington's South End.



YVES E. BRADLEY



Yves Bradley is one of the partners at VT Commercial, where he has been since October of 2020. Prior to that, he was the Vice President for Commercial Brokerage at Pomerleau Real Estate, having joined the firm in early 2004.

Yves graduated from the University of Vermont in 1985 with a degree in Political Science and a minor in History and has been a resident of Burlington since 1981.

Yves recently left the Burlington Planning Commission, having served the City in that role from 2008-20024, serving as both Chair and Vice Chair. He was on the Burlington Police Commission from 1996-2008. Yves currently serves as the Vice Chair of the Board for the Howard Center and has been a board member of CCREA since 2012.

Yves is a graduate of the Leadership Champlain Class of 2008, and of the Chamber and Champlain College's Excellence in Executive Leadership (ExCel) inaugural program in 2010.

He has two children, Will (24), who is studying Political Science at the University of Vermont, and Ethan (21), who is enrolled at Ithaca College, studying business. He and his wife, Kerin Durfee live on North Avenue in Burlington.



Firm Overview

LN Consulting is located at 208 Flynn Avenue, #2J in Burlington, VT with a satellite office at 32 Masonic Street in Northampton, MA. The manager of LN Consulting is George D. Martin, P.E. The company was established in Vermont and has been in business since 1999. We are a dedicated and experienced firm staffed with twelve full-time engineers. LN Consulting provides mechanical, plumbing, electrical, and fire protection design and consulting services, and energy consulting services. We provide engineering services for the following industries: Educational, hotel/hospitality, resorts, sustainable/renewable/energy efficient, K-12, university, residential, healthcare, laboratory, historical, commercial, municipal, institutional, pharmaceutical, and restaurant.



University of Vermont Wing Davis Wilks – Burlington, VT

to ensure quality of materials, installation, and systems operation. We are very personable engineers with a keen ability to ask good questions and develop creative and diverse solutions. We are very well versed in the construction environment due to our hands-on experience in the mechanical and electrical trades. We provide complete master planning, energy modeling, design, and consulting services.

We have experience with multiple geothermal and radiant heating/cooling technologies, solar thermal technologies, PV technologies, fuel cell technologies, and can provide insight into the most energy efficient and cost-effective technologies/methods available for any project. We have designed multiple solar water heating systems, geothermal systems, PV electric generation systems, and have extensive experience with successful direct digital controls systems (energy management systems). Our experience with the implementation of these systems on multiple projects has provided us with an understanding of available grants and incentives.

We have also designed lake water cooled buildings that provide extremely high efficiency for building air conditioning. We have completed the design of over twenty-five buildings that have LEED, Passive House, or Green Globes certification including six platinum, eleven gold, and nine silver.

A majority of our projects encompass sustainable, renewable, and energy efficient design techniques and systems. Our niche is providing highly detailed consulting and design services for complicated projects. We excel in highly energy efficient buildings, educational facilities, laboratories, commercial structures, hospitals, historical renovation/expansion, and renewable energy type projects. Our company goals are to provide detailed consulting, master planning, and high-quality bidding and construction documentation to assist the owner/design team in developing a successful project within budget. We provide vigilant construction administration on all of our projects



All Souls Interfaith Gathering – Shelburne, VT



Team

LN Consulting, Inc. has an experienced team of engineers and technicians that are capable of providing thoughtful master planning, highly accurate and detailed documents within a short period of time. We specialize in rapid document production with highly refined & coordinated detail.

Project Manager and Master Planning	George D. Martin, P.E.
Mechanical/Plumbing Senior Engineers	M. Scott Alexander, P.E., Ian Donahue, P.E.
Electrical Senior Engineer	John Askew, P.E.
Mechanical/Plumbing Technical Assistance	John Magnant, Aaron Welch, Jacob Remillard
Electrical Technical Assistance	Cooper Bolduc, Myles Aja
Energy Modeling	Greg Estep, Sadie Hoechner, LEED AP, Jon Watts

Approach

LN Consulting believes that a successful project requires a strong team. LN Consulting is dedicated to work holistically with the ownership, community, design team, and construction team to ensure that the project energy goals, budget, and schedule are met to provide a successful project. We have attached more information on our company approach in our services matrix attached at the end of this proposal.

Experience

LN Consulting and its staff have over 150 combined years of experience designing and overseeing the construction, master planning and commissioning of highly efficient mechanical and electrical systems for many building types. Below is a portion of our experience with the City of Burlington and public safety facilities:

Project Name: Burlington Fire Station 2 HVAC Assessment and Renovation

Scope: LN Consulting completed the HVAC assessment for Burlington Fire Station #2 at 132 North Ave. The Assessment included a review of the existing approximately 15,750 sq. ft. fire station mechanical systems and multiple recommendations on how to improve building indoor air quality and to reduce the carbon impact of the facility through electrified heating equipment. LN Consulting worked directly for the city through Retired Deputy Chief Peter Brown on the project and was completed in 2017.

LN Consulting completed the mechanical, electrical, plumbing, and fire protection design and construction administration for the renovation of dormitories and offices spaces at fire station #2 under Dore and Whittier Architects. This project included electrified heating and cooling and added ventilation to support the proposed renovation and was completed in 2024.

Project Name: Burlington Police Department HVAC Assessment and unit Replacement

Scope: LN Consulting completed the mechanical, electrical, and plumbing assessment, design and construction administration for a rooftop replacement project at the Burlington Police Department located at 1 North Ave. The Assessment included a review of the existing systems and the design and implementation of new air handling unit equipment to replace the failing HVAC equipment. LN Consulting worked directly for the city through Martha Keenan on the project and was completed in 2019.

Project Name: St. Johnsbury Public Safety Facility

Contact: David Roy, Wieman Lamphere Architects, (802) 655-5020

Scope: LN Consulting has completed the energy modeling, mechanical, electrical, plumbing, and fire protection design services for a new renovation and addition to the existing armory building located in St. Johnsbury, VT. The building will consist of holding spaces, evidence, emergency medical responder space, officer administration space, interview rooms, training rooms, lockers, dispatch space, and communication equipment room.



Key Personnel Resumes

GEORGE D. MARTIN, P.E. – PRESIDENT MASTER PLANNING

Academic Qualifications:

- University of Vermont, B.S. of Electrical Engineering, 2005
- University of Vermont, Minor in Mathematics, 2005

Licenses:

- Professional Engineer - Vermont

Experience:

- LN Consulting, Inc. Burlington, VT - 2005 to present
- Vermont Board of Professional Engineering



JOHN ASKEW, P.E. – ELECTRICAL SENIOR ENGINEER

Academic Qualifications:

- Clarkson University, B.S. of Electrical Engineering, 1985

Licenses:

- Professional Engineer - Vermont, New York, New Hampshire, Maine, Massachusetts, Connecticut, Florida, New Jersey, South Carolina, Ohio, Rhode Island
- Lighting Certified - National Council on Qualifications for the Lighting Professions (NCQLP)

Experience:

- LN Consulting, Inc. Burlington, VT - 2008 to present
- Burlington Electric Department, Burlington, VT - 1995 to 2008
- Thermo Consulting Engineers, Williston, VT - 1989 to 1995
- Hertzberg Consulting Engineers, Burlington, VT - 1988 to 1989
- Florida Power and Light Company, Cocoa, FL - 1985 to 1988



SCOTT ALEXANDER, P.E. – MECHANICAL SENIOR ENGINEER

Academic Qualifications:

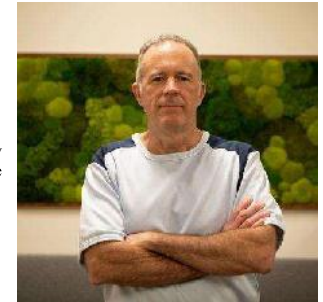
- Master of Engineering with specialization in Mechanical Engineering
- Bachelor of Science in Engineering Science
- University of Louisville, Speed Scientific School, Louisville, Kentucky, 1989

Licenses:

- Professional Engineer – Vermont, New York, New Hampshire, Maine, Massachusetts, Connecticut, Ohio, Rhode Island

Experience:

- L.N. Consulting, Inc. Burlington, VT - 2006 to present
- Stantec, So. Burlington, VT - 2002 to 2006
- Fluor Daniel, Cincinnati, OH - 1994 -2002
- Ralph M. Parsons Co., Pasadena, CA - 1990 to 1994



GREG ESTEP – ENERGY MODELING & LIGHTING DESIGN

Academic Qualifications:

- University of Colorado at Boulder, M.S. in Architectural Engineering, 2011
- University of Colorado at Boulder, B.A. in Environmental Studies, 2004
- University of Colorado at Boulder, Minor in Atmospheric and Oceanic Studies, 2004

Licenses:

- Lighting Certified - National Council on Qualifications for the Lighting Professions (NCQLP)

Experience:

- LN Consulting, Inc. Burlington, VT – 2021 to present
- Lighting Systems, Berkley, CA – 2016 to 2020
- Randall Lamb Consulting Engineers, San Francisco, CA – 2013 to 2016
- FLUOR, Boulder, CO – 2010 to 2013
- ACZ Laboratory, Steamboat Springs, CO – 2005 to 2008



ABOUT US

Established in 1975, GGD Consulting Engineers, Inc. provides a full line of Professional Engineering Consulting Services including Civil, Plumbing, Fire Protection, HVAC, Electrical, Security, and Data/Communications Systems.

We are committed to a diverse workplace with approximately 30% of our workforce having diverse national origins and approximately 18% are women.

We strive on utilization of Sustainable design such as carbon free emissions, building energy monitoring and management systems, load reduction, and energy efficient MEP systems.

GGD is an experienced engineering firm which performs various services for many academic and municipal building projects, including but not limited to, performing existing conditions assessments, system replacement/upgrade, and restoration/renovation/addition/ and new construction.

We are committed to each project, client, and team and will ensure a detailed and thoughtful analysis of the Security and Communications systems and best recommended solutions to assist in the future vision of the Burlington Public Health and Safety Facility



SERVICES

MECHANICAL

Chilled water systems
Hydronic heating systems
Ice storage systems
Central air handling systems
Heat pump systems
Energy recovery systems

Groundwater source systems
Central power plants
Computer Simulation Modeling

FIRE PROTECTION

Building fire protection systems
Fire pumps with onsite storage systems

PLUMBING

Building plumbing systems
Green design low/flow and waterless fixture implementation
Sewage pumping systems

ELECTRICAL

Site lighting and utilities
Building electrical systems
Security systems
Fire alarm systems
Emergency lighting systems
Lighting design

High voltage distribution systems
LED lighting retrofit systems
Primary metering and distribution systems

COMMUNICATIONS/ TECHNOLOGY

Telephone systems
Data network switching
Voice and data infrastructure design
Video and sound systems
Paging systems
Clock systems
Intercom systems
Equipment procurement specifications

CIVIL

Site planning and grading
Storm water management systems
Site utilities
On-Site sanitary waste disposal systems

PUBLIC SAFETY EXPERIENCE



Scarborough Public Safety Complex, Scarborough, ME
New Construction 2020



Dedham Public Safety Building, Dedham, MA
New Construction 2023



Mansfield Public Safety & DPW Municipal Complex
Mansfield, MA
New Construction 2019



Ashland Public Safety Building, Ashland, MA
New Construction 2022

Andover Public Safety Technology Infrastructure
Ashland Public Safety
Barnstable Regional Emergency Comm. Center
Barre Public Safety
Bedford Police Station
Brockton Public Safety
Burlington Police Station
Carver Police Station
Cohasset Public Safety Addition/Rehabilitation
Dedham Public Safety
Easton Municipal Complex
Essex Public Safety Building
Foxborough Public Safety
Healy Public Safety Building
Holliston Police Station
Lawrence Police Station
Mansfield Public Safety & DPW Municipal Complex
Marion Police Station
Marshfield Police Station
Medfield Public Safety Building
Medford Police Station
Mendon Police Station
Middleton Municipal Complex
Millbury Police and Fire Station
Nantucket Police Station
Nantucket Public Safety Building
Needham Public Safety
Newbury Police and Town Hall
Orleans Police Station
Plympton Fire Headquarters
Plympton Police Station
Quincy Public Safety Headquarters
Raynham Public Safety
Sandwich Public Safety Facility
Scituate Public Safety Complex
Somerville Public Safety Complex
Southborough Public Safety Complex
Wakefield Public Safety

DAVID M. PEREIRA, P.E., Principal

Communications & Security Systems Consultant



Mr. Pereira is a Professional Engineer, Principal, and President of GGD Consulting Engineers, Inc. His employment began prior to his college graduation, and he has continued to evolve along with the growth of the firm.

installations and/or any deficiencies that may need correction, provide clear and concise reviews of product submittals, requests for information, and potential change orders, as well as presence at construction meetings, if required (virtual or in-person). David will ensure transparent, open lines of communication from project start to finish and will commit to providing exceptional consulting engineering services for a successful project outcome.

David has 26 years of experience in electrical engineering, including Communications and Integrated Electronic Security Systems. He will fulfill the role of

EDUCATION

Bachelor of Science

University of Massachusetts Dartmouth

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PROFILE



Wagner Hodgson Landscape Architecture is a nineteen person, professional landscape architecture and planning studio founded in 1987. With offices in Burlington, Vermont and Hudson, New York, our firm offers expertise and services for landscape architecture, land use, site planning and urban planning. The process of uniting context, form and materials provides the basis for Wagner Hodgson Landscape Architecture's approach, crafting modern sculptural landscapes expressing the essential inherent beauty of natural materials.

The firm's partners, H. Keith Wagner, FASLA, Jeffrey Hodgson, FASLA, and Dale Schafer, FASLA lead the studio's commitment to excellence in design and respect for the diversity of our client's needs and project settings. The partners and staff contribute a vigorous knowledge of landscape architecture, construction, and a conscientious execution and delivery of projects. Structured in the tradition of the open design studio, Wagner Hodgson encourages and fosters interaction and collaboration throughout the design process. This collaborative environment cultivates a philosophy for shared commitment to creative application of design, technology, and social responsibility in the making of new landscapes. Our reputation comes from designing modern, sustainable environments in a wide variety of institutional, campus, corporate, residential, resort and urban design, and planning projects. Geographically, these projects range from New England and Canada to Hawaii and the Bahamas. We are honored to have been recognized with numerous awards from the American Society of Landscape Architects at both the national and state level.

H. Keith Wagner, FASLA, the firm's founder, is a licensed landscape architect, is also registered with the Council of Landscape Architectural Registration Board (CLARB), a Fellow of the American Society of Landscape Architects and participates in the local Vermont Chapter of ASLA. In addition to the practice, Keith has lectured extensively at major universities and symposia including Harvard - GSD, Syracuse University-ESF, RISD, University of Vermont, Radcliffe, the Smithsonian Institute and Cornell University.

Jeff Hodgson, FASLA, is a licensed landscape architect, is registered with the Council of Landscape Architectural Registration Board (CLARB), is a Fellow of the American Society of Landscape Architects, is a former President of the Vermont Chapter of the American Society of Landscape Architects and is a member of the Vermont Green Building Network.

Dale Schafer, FASLA, is a licensed landscape architect, and is registered with the Council of Landscape Architectural Registration Board (CLARB), is a Fellow of the American Society of Landscape Architects and is a member of the advancement board and a distinguished alumni of Utah State University.

REPRESENTATIVE PROJECTS



City Hall Park Redevelopment & Streetscape
Burlington, Vermont



One Taylor Street Transit Center & Housing
Montpelier, Vermont



Guilford Welcome Center Redevelopment
Guilford, Vermont



Vermont Psychiatric Hospital
Berlin, Vermont



Middlebury Downtown Park & Streetscape
Middlebury, Vermont



Marville Road Civic Space & Streetscape
Pleasantville, New York



Prim Road Realignment & Streetscape
Colchester, Vermont



Route 7 Livability Study
St. Albans, Vermont



Bennington Welcome Center
Bennington, Vermont

I-89 Welcome Centers
Williston, Vermont

Taylor Park Master Plan
St. Albans, Vermont

Oakledge Park Master Plan
Burlington, Vermont

Hoosac Valley Park
North Adams, Massachusetts

Downtown Winooski Park
Winooski, Vermont

ECHO Center for Lake Champlain
Burlington, Vermont

Vermont Arts Council Sculpture Garden
Montpelier, Vermont

Winooski River Greenway Master Plan
Montpelier, Vermont



■■■ **JEFFREY HODGSON**
FASLA
Partner

EDUCATION

Kansas State University
College of Architecture &
Design
Bachelor of Landscape Archi-
tecture

Washington University
College of Architecture

AFFILIATIONS

Fellow of the American Soci-
ety of Landscape Architects

University Design Juror:
Norwich University, School
of Architecture & UMass
Amherst
Landscape Architecture

Member Vermont Green
Building Network

Former President, American
Society of Landscape
Architects, Vermont Chapter

Adjunct Professor at Miami
University, Oxford, OH

Jeff Hodgson's design leadership at Wagner Hodgson integrates contemporary design expression along with a deep understanding of landscape systems for a project's long-term beauty and health. His expertise in all phases of landscape architectural project development is evident in all of his work. A critical thread to Jeff's work is creating spaces that integrate aesthetics, programmatic issues and ecologically responsible design. As reflection of this focus, the firm has received numerous design awards from the American Institute of Architects and the American Society of Landscape Architects. Jeff has been a visiting professor at Miami University, Oxford OH, is a frequent design juror at universities. He is currently a past President of the Vermont Chapter of the American Society of Landscape Architects. In 2015 Jeff was elected to the Council of Fellows of the American Society of Landscape Architects.

SELECTED RELEVANT EXPERIENCE

City Hall Park Redevelopment, Burlington VT
One Taylor Street Transit Center, Montpelier VT
Vermont State Agricultural & Environmental Laboratories, Randolph VT
Vermont Psychiatric Hospital, Berlin VT
South End Innovation District Master Plan, Burlington VT
Oakledge Park Master Plan, Burlington VT
Marble Mill Park Master Plan, Swanton VT
Middlebury Park & Streetscape, Middlebury VT
Route 7 Livability Study, St. Albans VT
Taylor Park Master Plan, St. Albans VT
Downtown Winooski Park & Streetscape, Winooski VT
Memorial Plaza Civic Space, Pleasantville, NY
Heritage Aviation, South Burlington VT
1-89 Welcome Center, Williston VT
Bennington Welcome Center, Bennington VT



■■■ **AMY HOUGHTON**
ASLA
Senior Associate

EDUCATION

University of Oregon
Master & Bachelor of Landscape
Architecture

Lafayette College
Civil Engineering

AFFILIATIONS

Member of the American Soci-
ety of Landscape Architects

Amy Houghton joined Wagner Hodgson Landscape Architecture, after working as a landscape architect and project manager for seven years with Sasaki Associates in Boston. Prior to Sasaki, and to receiving her Masters of Landscape Architecture at the University of Oregon, Amy worked as a civil engineer and stream restoration specialist in the Pacific Northwest in the mid 1990's. During this time, she developed a strong natural resource and stormwater management foundation, which highly influences her professional practice today. Amy's knowledge of low impact development combined with her strong design sense, allows her to create culturally and ecologically rich landscapes that integrate site aesthetics, program needs and environmental concerns. ECHO Lake Aquarium and Science Center, University Hall at Westfield State University and St. James Community Redevelopment are all projects that illustrate this integration. Her experience has also led to site designs of historic landscapes, mixed-use developments and public parks and open space. Amy has received several design awards for her collaboration from the Boston Society of Landscape Architects (BSLA), the Vermont Chapter of American Society of Landscape Architects (VT ALSA) and American Institute of Architects (AIA).

SELECTED RELEVANT EXPERIENCE

City Hall Park Redevelopment, Burlington VT
One Taylor Street Transit Center, Montpelier VT
Vermont State Agricultural & Environmental Laboratories, Randolph VT
Vermont Psychiatric Hospital, Berlin VT
South End Innovation District Master Plan, Burlington VT
Block 9 Streetscape / Assembly Row, Somerville MA
Abenaki Way Streetscape, Winooski VT
Marble Mill Park Master Plan, Swanton VT
Route 7 Livability Study, St. Albans VT
Bennington Welcome Center, Bennington VT
ECHO Center for Lake Champlain, Burlington VT

A Trusted Name
in Foodservice
Consulting for
Over 65 Years



America's Test Kitchen



Hartford Steam Boiler



UMass Club Boston

COMPANY SNAPSHOT

Crabtree McGrath Associates, Inc.

- Founded in 1955
- Completely Independent Firm
- More than 1,600 Facility Projects Since Inception



Our Company

Breadth of knowledge, creativity and sound judgment are the underpinnings of Crabtree McGrath Associates, Inc., the nation's leading foodservice equipment planning and consulting firm.

Our independent approach focuses solely on delivering successful foodservice equipment programming and design based on the needs of our clients. Our highly-regarded design philosophy and economically-feasible solutions utilizing the industry's most advanced architectural and design technologies.



John Sousa,
Principal

"From design, documents, creativity and follow through, CMA is a great and reliable partner who are consummate professionals in the foodservice design industry."

—DERUYTER O. BUTLER, A.I.A., WYNN DESIGN & DEVELOPMENT

Our History

Founded in 1955 by Samuel Crabtree, Crabtree Associates was a pioneer in the field of independent equipment consulting—designing facilities for a wide range of clients. Robert McGrath joined the firm in 1965, and Crabtree McGrath Associates, Inc. has since solely specialized in foodservice equipment planning.

John Sousa joined the firm in 2001. He soon became President and today, with nearly 30 years of commercial foodservice consulting experience leads the company's strategic vision into the 21st century with continued pride and focus on creative thinking and a strong work ethic.

Our Services

With our team of specialists, Crabtree McGrath Associates has the technical resources and extensive experience to provide a full range of services including:

- Feasibility studies
- Space programming
- Cost estimates
- Design and construction documents for new or renovated facilities
- Operational analysis

These services include coordinated design phases that are examined, planned, and executed with the best interest of the client as a measure of acceptability.

Our Commitment

With dedication to the best possible service, we make successful facilities and satisfied clients our goal. Crabtree McGrath Associates is an independent firm with no commercial sales or franchise relationships that influence the choice of which system or product will best serve our client's particular needs.

crabtree-mcgrath.com | 978-352-8500

INDUSTRY
OVERVIEW MUNICIPAL

Committed to Communities

Known for creative thinking and economically feasible solutions, Crabtree McGrath Associates, Inc. is highly regarded within the municipal sector. Projects such as the Jewish Community Center of Greater New Haven, Connecticut, and the Central Fire Station kitchen in Greenwich, Connecticut, are just a few successful examples of our commitment to achieving your goals.

CMA's team of specialists has the technical resources and breadth of experience to provide a full range of foodservice equipment planning services for your community project. Below is a partial listing of our municipal implementations.



JCC of Greater New Haven



Central Fire Station



A Trusted Name in Foodservice Consulting for Over 65 Years

crabtree-mcgrath.com | 978-352-8500

MUNICIPAL CLIENTS (partial list)

CONNECTICUT

Central Fire Station Kitchen,
Greenwich

Farmington Avenue
Community Center,
Hartford

Guilford Community Center,
Guilford

Hammonasset Beach
Bath House,
Madison

Jewish Community Center
of Greater New Haven,
New Haven

Rocky Hill Senior Center,
Rocky Hill

Seabury Community Center,
Bloomfield

South Windsor
Community Center,
South Windsor

MAINE

Frisbee Community Center,
Kittery

MASSACHUSETTS

Acton Senior Center,
Acton

Andover Community Center,
Andover

Boys and Girls Club,
Marshfield

Curley Community Center,
Boston

Hadley Senior Center,
Hadley

Hyannis Community Center,
Hyannis

Ladder 42 Fire House Kitchen,
Boston

Scituate Senior Center,

Swampscott
Community Center,
Swampscott

West Boylston
Senior Center,
West Boylston

Westfield Senior Center,
Westfield

Westford Fire House Kitchen,
Westford

Woburn Fire Headquarters,
Woburn

NEW HAMPSHIRE

Eastman Community Center,
Grantham

RHODE ISLAND

RJ Holden
Community Center,
Central Falls

Our Services

Crabtree McGrath Associates' team of specialists have the technical resources and breadth of experience to provide a full range of foodservice equipment planning services including:

- Feasibility studies
- Space programming
- Cost estimates
- Complete foodservice design and construction documents for new or renovated facilities
- Operational analysis

Standard services include these important, coordinated design phases.

Our professional staff examines, plans and executes each phase using only the



DESIGN PHASES

Proposals

Crabtree McGrath Associates (CMA) is pleased to review your plans for a specific project and show how CMA can contribute to its successful completion. We provide a detailed, written proposal describing which services are included and a suggested fee with terms of payment.

Schematic Design

Client design conferences with CMA assist in developing the requirements of the foodservice program. We provide preliminary space requirements, small scale layouts, equipment list with utility requirements, and equipment cost estimates for review and approval.

Design Development

CMA evaluates schematic phase materials with the client, along with architectural and engineering disciplines (as needed) to integrate foodservice requirements with related aspects of the project. In addition, we coordinate the work with each discipline for a total operating system.

The client receives revised drawings, budget, and schedule in the Design Development stage, as well as copies of the foodservice equipment cut book with pages of individual items for review and related disciplines' information.

Construction Documents

In this phase, CMA prepares CAD or REVIT working drawings consisting of layout plan, stub-in and connection plan complete with all required electrical, ventilation and mechanical connections, and details and elevations as necessary to illustrate the intent of the construction documents. The client receives type-written specifications illustrating the drawings' intent, suitable for bidding the

Construction Administration

Service Fees

A Trusted Name in Foodservice Consulting for Over 65 Years

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John Sousa PRINCIPAL

Experience

With more than 25 years of experience in foodservice consulting, John Sousa's work includes private- and publicly-funded global projects of varying size and complexities. Working within many industries including corporate, K-12 and higher education, healthcare, assisted living, culinary arts, restaurants, military and correctional facilities.

Prior to joining Crabtree McGrath Associates, Inc., John was employed as a Foodservice Design Engineer and Equipment Planner for Paramount Restaurant Supply in Warren, Rhode Island.

There he worked to design and supply foodservice equipment to a wide range of clients across many market segments. Projects included nationwide and regional retail concept rollouts for well-known companies such as Dunkin Donuts and Smith & Wollensky, also assisted living facilities, independent retail, and other institutions.

After honing his technical skills preparing millwork and stainless steel production documents, as well as his design, sales, and project management expertise, John transitioned from the design-sell model into the field of independent equipment consulting. In 2001, John acquired Crabtree McGrath Associates, Inc.

Education

New England Institute of Technology
Bachelor of Science in Architectural Engineering, 1998

Memberships & Associations

John is a member of the local chapter of Foodservice Consulting Society International (FCSI), an organization born from the Food Facilities Consultants Society (FFCS) and founded in part by Samuel Crabtree, the original owner of Crabtree McGrath Associates, Inc. John has also served as Treasurer and Secretary of the New England Chapter of Foodservice Consultants Society International.



Awards

2013

- Boston Society for Architecture
Harleston Parker Medal
Roger E. Wellington Elementary School
Belmont, Massachusetts

2011

- Crew CT
The Real Estate Exchange
Blue Ribbon Award for Interior Design
Aetna World Headquarters Dining Facility
Hartford, Connecticut

2006

- Boston Preservation Alliance Award
Smith & Wollensky, at the Amory
Boston, Massachusetts
- IAP
Food Facility Design Award
Legal Seafood, Chestnut Hill
Newton, Massachusetts



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Campbell – McCabe Worldwide, LLC

63 Great Road, Suite 201

Maynard, MA 01754

www.campbell-mccabe.com

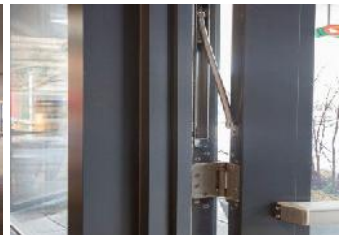
Office: 781.899.8822, 978.243.8281

MA & PA Certified Women Owned Business

CAMPBELL :: McCABE



Campbell-McCabe, founded 1866 in Newton MA, has provided independent Door & Hardware Consulting Specifications since the 1950s. We specialize in integrating attractive, safe (life-safety compliant), secure, and cost-effective hardware applications. Adjunctive services include Spec Sections for Hollow Metal Door/Frame and Wood Door (Flush). Our recommendations meet local, state, and international building codes including IBC, Life Safety, NFPA 70, NFPA 80, NFPA 101, and ADA Guidelines. Services are customized to meet project needs and range from short phone consultations to large project detailed and itemized scopes of work.

**PHILOSOPHY**

As an independent consultancy, Campbell-McCabe works with your design team to tailor specifications to meet the needs of the team. Since we are manufacturer-agnostic, our recommendations allow us to provide applications that allow for competitive bid pricing.

PRODUCT SELECTION

Products are based on the direction of the architect and owner. Campbell-McCabe specifications maximize value and aesthetics.

SPECIFICATIONS

087100 TECHNICAL DOOR HARDWARE
081113 HOLLOW METAL DOOR/FRAME
081416 WOOD DOOR (FLUSH)

PROJECT PHASES CONSULTANT TEAM

SCHEMATIC DESIGN, DESIGN DEVELOPMENT,
CONSTRUCTION DOCUMENTS, BIDDING,
CONSTRUCTION ADMINISTRATION, CLOSEOUT

VALUE ADDED BENEFITS

RESPONSIVE, ENGAGED, EXPERIENCED CONSULTATIVE
SUPPORT SD THRU CLOSE-OUT. SPECIFICATIONS SUBMITTED
ONTIME, RAPID SUBMITTAL TURN-A-ROUND, EFFICIENT CA.

CONSULTANT TEAM

Michael Bartoloni, AHC, DHT

Senior Specification Consultant

In his 30+ year distinguished career Michael Bartoloni has worked closely with many of the most prestigious design and construction firms across the country. Michael's experience includes numerous projects in the areas of multi-family housing, mixed use, healthcare, office buildings, public administration buildings and high-rise. Michael serves Campbell McCabe clients to create project estimates and provide expert counsel on door hardware alternatives and selection, while writing technical specifications for Door Hardware, Hollow Metal Door/Frame and Wood Door Flush, including code compliance for the architectural and construction community.

Matthew Lewis, AHC, Assoc. Arch, CDT, LEED AP

Senior Specification Consultant

Matt's extensive experience includes numerous projects in the areas of Healthcare/MOB, Higher Education, Biotech, K-12, Public Administration and Hi-rise Office/Lab mixed use buildings. Matt's focus is on the interface of door & hardware security access control and code compliance for complex applications, Hollow Metal Door/Frame and Wood Door Flush, including code compliance for new construction and renovation projects. He provides expert and creative problem solving throughout project phases to the architectural and construction community.

Susan McCabe Messier, DHT

Principal & Owner

Susan's industry experience includes project management and shop drawing preparation for Doors, Frames and Hardware and all phases of the 087100 technical door hardware, proposal preparation, specification processes, construction documents and security interface.

REPRESENTATIVE PROJECTS

Academic Science & Engineering

American University, Hall of Science
UMASS Boston Campus Center
UMD Science Center
Univ of Michigan
UMASS Worcester
University of Pittsburgh, Science Lab Building

College & University

College of the Holy Cross
Cornell
Drexel University Academic Tower
Harvard University Theological School
Johns Hopkins
Lafayette College
MIT Site 4 & 5
Princeton University Student Health Center
Tufts University
Yale

Schools K-12

Andover West Elementary
Belmont Middle HS
Billerica High School
Concord NH Technical HS
King Open School
Rockland Elementary Somerville High School

Museum

Dartmouth College Hood
MIT Innovation Museum
Ellis Island
Innovation Center Kendall Square

Mixed Use

Boynton Yards 1, 2, 3
6 West Broadway
Winthrop Place
Modera - Multiple U.S. locations

Harleston Parker Medal Projects

King Open School
Boston Public Library - Johnson Building
Bruce C. Bolling Municipal Building
Davis Museum, Wellesley College
Institute of Contemporary Art
McKim Building Boston Public Library
Simmons Hall
MIT
Western Commons
Miami University

Tech & Biotech

Alexion Pharmaceuticals
Phillips Healthcare HQ
Athenix
Bausch + Lomb
Johnson & Johnson
Jackson Labs
Sanofi
Intersystems

Healthcare

Bay State Medical Center
Children's Hospital of Philadelphia
Kaleida Health – Children's Hospital
Lahey Clinic
Maine Medical Center
Mass General Hospital Partners
Healthcare St. Francis OSF, ILL
VA Hospital

Sports Venues

Dodger Stadium Polar Park
Martin Richards Field House

Campbell – McCabe Worldwide, LLC

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Maynard, MA 01754

www.campbell-mccabe.com

Office: 781.899.8822, 978.243.8281

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**SUSAN MCCABE MESSIER, DHT**

Title/ Project Roll
 Years in the Industry
 Years with the Firm
Academic Training

Industry TrainingProfessional AffiliationsCertifications

Principal and Owner
 Thirty
 20

Northeastern University BA, Art History - Emphasis on Architectural Design

Interise – MBA Course Study

Door and Hardware Institute - (DHI)

- Door Hardware Technician, DHT - Certificate 2018
- Apprentice - Certificate

U.S. Green Building Council (USGBC)

- LEED AP Course Study

Door & Hardware Institute (DHI)

Boston Society of Architects

National Association of Women in Construction – (NAWIC)

National Fire Protection Agency (NFPA)

Woman Business Enterprise WBE SDO Certified (Massachusetts)

Woman Business Enterprise WBE OEO Registered (Philadelphia, PA)

Owner and principal of Campbell-McCabe Worldwide, LLC certified in Massachusetts and Philadelphia, PA, Susan's 30-plus years of industry experience include all phases of the design and construction specification process. She has experience as an Architectural Hardware Consultant, Door and Hardware Estimator, Detailer, and as a Project Manager for doors/frames/hardware for all types of Class 1 construction. In addition to her duties at Campbell-McCabe, Susan is a presenter for the American Institute of Architects CES Education Training Program and a past president of the Boston Chapter 15 of NAWIC - National Association of Women in Construction.

Campbell – McCabe Worldwide, LLC

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CAMPBELL : McCABE

**Michael Bartoloni, AHC, DHT**

Title/ Project Roll	Senior Specification Consultant
Years in the Industry	Thirty
Years with the Firm	Nine
Training	AHC, Architectural Hardware Consultant Certification Door and Hardware Institute Northeastern University
<u>Professional Affiliations</u>	Member, Door Hardware Institute (DHI)

In his 30-year distinguished career Michael Bartoloni has worked closely with many of the most prestigious design and construction firms across the country. He was a hardware consultant and project manager for Shawmut Hardware Company, serving as Shawmut's President from 1997 to 2003. Mike has also held the position of Practice Leader for the Door & Hardware Division of a prestigious national millwork company. Michael's experience includes numerous projects in the areas of bio-tech, lab/office R&D, healthcare, office buildings, public administration buildings, high-rise and mixed use multi-residential housing.

Michael serves Campbell McCabe clients to create project estimates, provide expert counsel on door hardware alternatives and selection, while writing technical specifications for Door Hardware, HM Doors/Frames and Wood Doors, including code compliance for new construction and renovation projects. He also contributes technical expertise at project meetings specific to security/access control, conducts site surveys, punch lists, and assists design teams with RFI resolution and problem solving throughout the construction documents process SD-CA through close-out.

Relevant Project Experience

Boston City Hall Plaza Renovation

East Boston Police Headquarters

Jackson Labs

Partners Health HQ

VA Hospital

Campbell – McCabe Worldwide, LLC

63 Great Road, Suite 201

Maynard, MA 01754

www.campbell-mccabe.com

Office: 781.899.8822, 978.243.8281

MA & PA Certified Women Owned Business

**Matthew Lewis, Assoc. Arch, AHC, CDT, LEED AP**

Title/ Project Roll
 Years in the Industry
 Years with the Firm
Training

Senior Specification Consultant
 Twenty
 Eight

MArch, Master of Architecture – University of Hartford
 B.S., Architectural Engineering – University of Hartford
 AHC, Architectural Hardware Consultant – DHI
 CDT, Construction Documents Technologist – CSI
 CM-BIM – Associated General Contractors (AGC)
 LEED AP – U.S. Green Building Council (USGBC)
 Member, Door Hardware Institute (DHI)
 Associate AIA, The American Institute of Architects

Professional Affiliations

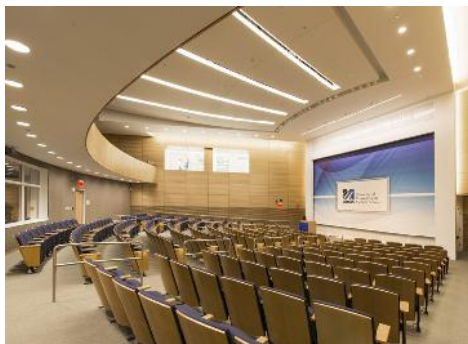
Matthew Lewis' 20 + year career includes many phases of the building industry. Prior to joining our team in 2017, Matt served as the Northeast USA Regional Architectural Director for Assa Abloy's Door Security Solutions for 12 years. Matt is a Senior Specification Consultant with extensive experience, providing independent specification consulting with a focus on doors & hardware and security access control interface for construction projects. He provides expert and creative independent specification services to the architectural and construction community.

Relevant Project Experience

Shattuck Hospital Replacement
 AstraZeneca CX
 St. Francis OSF
 BMS Devens
 Johnson & Johnson



ARCHITECTURAL ACOUSTICS



TECHNOLOGY



NOISE AND VIBRATION CONTROL

Company Profile

Whether you're looking to perfect the acoustics of a performance space, implement cutting-edge systems technology, or quiet a noisy product, Acentech is your resource. We provide acoustics, technology, and noise and vibration consulting to clients across the US and beyond.

Acentech is a multi-disciplinary acoustics, technology, and vibration consulting firm. We are one of the oldest and largest organizations of our type, with roots stretching back more than 75 years. We are unequalled partners to architects, engineers, institutions, manufacturers, planners, and designers worldwide.

Acentech's acousticians, engineers, scientists, and technical consultants bring collective expertise and innovative thinking to the critical design relationship between sound, technology, and the built environment.

Our fully integrated consulting capabilities offer planning, design, and problem resolution in the areas of: architectural acoustics; noise and vibration control; environmental noise; and technology planning and design.

Our collaborative teams consult with clients to explore options to their space's performance demands and to help navigate them through the complexity that evolves with project scale, multiple interfaces, and new technologies. Our portfolio covers a wide variety of project types including performing arts, market sector facilities, and energy, industrial and transportation infrastructure.

CONSULTING SERVICES

- > Architectural Acoustics
- > Environmental, Industrial, and Transportation Acoustics
- > Mechanical Systems Noise and Vibration Control
- > Noise and Vibration Monitoring & Mitigation
- > Audiovisual Systems Design
- > Telecommunications Systems Design
- > Physical Security Systems Design
- > Smart Buildings
- > Product Sound Quality Evaluation and Improvement

SPECIALTY SERVICES

- > 3DListening® (3DL) Acoustic Simulation and Evaluation
- > Noise and Vibration Remote Monitoring
- > Technology Advisory Services
- > Field-Testing Measurements & Analysis Technology
- > In-House Materials & Products Mock-Up Evaluation
- > WiFi Heatmap Antenna Planning

Selected Public Safety Projects

- > **Avon Police Station**
Avon, MA
» Acoustics Consulting
- > **Boston College Police Station**
Chestnut Hill, MA
» Acoustics Consulting
- > **City of Alexandria Police Department**
Alexandria, VA
» Acoustics Consulting
- > **Danbury Police Facility**
Danbury, CT
» Firing Range
- > **Engine 42 Fire Station**
Boston, MA
» Acoustics Consulting
- > **Hartford Police Station**
Hartford, CT
» Interview Room Renovations
- > **Manchester Police Station**
Manchester, NH
» Acoustics Consulting
- > **Massachusetts State Police Academy**
New Braintree, MA
» Firing Range
- > **Municipal Police Training Academy**
Springfield, MA
» Classrooms Renovations
- > **Philadelphia Police Headquarters**
Philadelphia, PA
» Homicide Division
- > **Rhode Island State Police Barrack**
Lincoln Woods, RI
» Security System Design
- > **Saugus Public Safety Building**
Saugus, MA
» Gun Firing Range
- > **Springfield Public Safety Building**
Springfield, MA
» Acoustics Consulting
- > **Yale University Police Department**
New Haven, CT
» Acoustics Consulting

Selected Projects in Vermont

- > **University of Vermont Medical Center**
Burlington, VT
» CHP Post-Mitigation Noise Study
» Fuel Cell Noise Impact Study
- > **Fletcher Free Library Renovation**
Burlington, VT
» Audiovisual, IT, and Security Consulting
- > **Hula Lakeside Avenue**
Burlington, VT
» Acoustics Consulting
- > **Marvell Tech | Satellite Campus Renovation**
Burlington, VT
» Acoustics Consulting
- > **Middlebury College | Christian A. Johnson Memorial Building Renovation**
Middlebury, VT
» Acoustics Consulting
- > **City of Montpelier**
Montpelier, VT
» Low-frequency Noise Investigation
- > **South Burlington Animal Hospital**
South Burlington, VT
» Site Vibration Monitoring
- > **University of Vermont**
Burlington, VT
» Construction Monitoring
» New Research Lab and Given Building Renovation
- > **Wake Robin Life Care Community Center**
Shelburne, VT
» Acoustics Consulting
- > **Woodstock Union High School & Middle School**
Woodstock, VT
» Acoustics Consulting



Michael Bahtiarian, INCE Bd. Cert., INCE Fellow

Principal | Noise & Vibration

EXPERIENCE AND RESPONSIBILITIES

Michael Bahtiarian is an accomplished noise control engineer in the field of acoustical and vibration engineering, specializing in environmental acoustics, noise control, and sound and vibration testing, measurement and mitigation. His engineering career spans 39 years in consulting management for the assessment and design of noise control treatments such as barriers, enclosures, damping and vibration isolation. He provides litigation support and expert witness testimony for dispute resolutions and matters related to noise and vibration issues.

Michael serves as Acentech's Energy, Environmental, and Transportation Market Co-Leader, and is responsible for marketing strategy, client development, and thought leadership.

REPRESENTATIVE PROJECTS

- > Boston College, Fieldhouse Community Noise, Newton, MA
- > Northeastern University, Colosseum Building #5, Burlington, MA
- > Northeastern University, Kostas Research Institute RF Emulator, Burlington, MA
- > Harvard University, Allston Research Campus Master Plan, Boston, MA
- > Harvard University, Blackstone Plant Noise Evaluation, Cambridge, MA
- > Lesley University, 4 Berkeley Street Noise Compliance, Cambridge, MA
- > MCLA, Post Construction Survey, North Adams, MA
- > MIT, Engine Facility 2.0 Rooftop Equipment, Cambridge, MA
- > University of Maine, Orono Steam Plant Expansion, Orono, ME
- > University of Southern Maine, Residence Hall and Student Success Center, Portland, ME
- > Woods Hole Oceanographic Institution, SCIF Room, Falmouth, MA

EDUCATION

M.S. Mechanical Engineering, Rensselaer Polytechnic Institute, 1988

B.S. Mechanical Engineering, Pennsylvania State University, 1985

CERTIFICATION

Institute of Noise Control Engineering (INCE), Board Certified, 2004

PROFESSIONAL SOCIETIES

Institute of Noise Control Engineering (INCE-USA), Fellow President, 2020-2022; Nominations Committee, Chair; Long Rang Planning Committee, Member

ISO Technical Committee 43/SC 3, U.S. Technical Advisory Group (TAG) Chair, 2011-2017

ISO Technical Committee 43/SC 3/WG 1 (underwater ship noise), Convener 2011-2017

HONORS

INCE, William W. Lang Award, Distinguished Noise Control Engineer, 2018



Andrew Carballeira, INCE Bd. Cert.

Principal | Innovation Lead

EXPERIENCE AND RESPONSIBILITIES

Andy Carballeira has 21 years of consulting experience managing all aspects of architectural acoustics including room acoustics, sound isolation, noise and vibration control, and electro-acoustic systems, with extensive knowledge in industrial and environmental noise control. His music and audio technology interests extend to his expertise in spatial audio which involves the engineering of Acentech's 3DListening® acoustic simulation environment. His portfolio includes commercial office and multi-family residential buildings, institutional and educational facilities, and spaces for performing arts. As a Principal, he consults with clients from initial project planning, through the design process to construction completion.

Andy serves as Acentech's Innovation Lead, a cross-disciplinary role responsible for spearheading strategic research and development initiatives and fostering collaborative implementation across the firm's culture and *The Lab@Acentech* platform. He shares his acoustical expertise as a speaker at national conferences and symposia, and as an industry author.

REPRESENTATIVE PROJECTS

- > Harvard-Smithsonian Center for Astrophysics, Library Acoustics, Cambridge, MA
- > Harvard University, Medical School Laboratories, Boston, MA
- > Harvard University, Sever Hall Sound Isolation Study, Cambridge, MA
- > MIT, E25 Sleep Labs, Cambridge, MA
- > Northeastern University, Allison Speech Pathology Lab, Boston, MA
- > University of Massachusetts Medical School, New Research Building, Worcester, MA
- > University of New Hampshire, Biological Sciences Initiative Renovation and Addition, Durham, NH
- > University of Vermont Medical Center, CHP Noise Mitigation Study, Burlington, VT
- > Wentworth Institute of Technology, Center for Engineering, Innovation & Sciences, Boston, MA

EDUCATION

B.M., Music Production and Engineering, Berklee College of Music, 2003

CERTIFICATIONS

Institute of Noise Control Engineering (INCE), Board Certified

PROFESSIONAL SOCIETIES

Acoustical Society of America (ASA), Member

Greater Boston Chapter of ASA, Former Chairperson

Audio Engineering Society (AES), Member

AES TC Multi-channel and Binaural Audio Technology (AES TC-MBAT), Member

ANSI S12.60 WG52 Working Group on Classroom Acoustics

HONORS

ASA, Robert B. Newman Medal for Excellence in the Study of Acoustics and its Application to Architecture, 2004

FIRM OVERVIEW

The Green Engineer, Inc. is a sustainable design consulting firm specializing in energy efficient and sustainable design solutions for the built environment. Founded in 2005 by Christopher Schaffner, PE, LEED Fellow, the firm currently has a staff of 25, with 23 LEED-accredited professionals. Our team members consist of Sustainability Consultants and Building Performance Analysts. Our expert team brings to the table experience and perspective from a variety of backgrounds including engineering, architecture, construction, planning, development, and public policy.

The Green Engineer specializes in Building Performance Analysis. We practice an Integrative Design approach to provide clients solutions to design, build, and operate buildings with improved energy efficiency. We use Building Performance Analysis as both a design and compliance tool, working on a range of projects covering early-stage thermal and daylight modeling to a whole building's energy compliance. We have in-house, registered Professional Engineers, Architects, ASHRAE Certified Building Energy Assessment Professional (BEAPs), Certified Passive House Consultants (CPHCs), and Building Energy Modeling Professionals (BEMPs). Our firm uses industry standard modeling software to develop building performance models. We have an extensive understanding of eQuest (DOE-2) and DesignBuilder (EnergyPlus) in particular, and are familiar with other energy modeling software like WUFI, Trane Trace, Ecotect, Therm, Open Studio, Cove.tool, etc. Our energy modeling team has been selected by Eversource to provide modeling services related to incentives on multiple projects throughout Eversource territory.

The Green Engineer has completed over 300+ projects that have achieved LEED Certification, including 20+ projects that have achieved a LEED Platinum rating. Furthermore, we have been selected by the USGBC to participate in their LEED Proven Provider program. This program allows streamlined reviews of the LEED submission. We are proud to have served for three years as experts providing LEED project review services to the GBCI, providing more than 100 building reviews.

An Employee-Owned, Massachusetts Benefit Corporation and B Corporation

The Green Engineer is legally incorporated as a Massachusetts Benefit Corporation, a unique business model designed for for-profit companies that have social mission beyond profit. As a Benefit Corporation, we file an annual report to the state outlining our public benefit and conduct a third party review of our operations. As a testament to our commitment to social and environmental responsibility, we're one of approximately 9,000 Certified B Corps world-wide, and we are the 100th oldest B Corp in the U.S. out of 3,138. As part of our business model, we are an employee-owned company. Today, 18 out of our 25 full-time staff members are also owners, with 8 out of our 18 owners are women. We are one of 145 companies that are employee owned. There are 126 B Corps headquartered in MA total. We are one of 36 in architecture design and planning in Massachusetts. A third of our staff are of diverse racial & ethnic backgrounds. In 2019, we became a JUST labeled organization, and in 2020, we committed to becoming an anti-racist organization, and adopted principles of Justice, Equity, Diversity and Inclusion (JEDI) in all aspects of our practice.

Resumes

The Green Engineer, Inc.

Chris Schaffner, PE, LEED Fellow, WELL AP, Founder & CEO

Project Role:
**Principal-in-Charge
(Sustainable/Green Design/Renewable
Energy Consultant)**

Years w/ Firm: **19**
Total Years of Experience: **33**

MA Registration:
Massachusetts PE Registration #37211
P.E. in MA, CT, and VT.

Availability:
**Mr. Schaffner has adequate time and
resources available for this project.**

Applicant Office Address:

The Green Engineer, Inc.
23 Bradford St.
Concord, MA 01742

B.S., 1988, Mechanical Engineering, Massachusetts Institute of Technology

A long-time promoter of sustainable design, Chris has been a member of the U S Green Building Council's (USGBC) LEED Faculty since 2001, training more than 9,600 building industry professionals in the use of the LEED Rating System. He is currently an elected member of the USGBC Advisory Council, as well as a volunteer with the LEED Advisory Committee. He previously served on the USGBC Board of Directors, as Chair of the Energy and Atmosphere Technical Advisory Group (TAG) and as a member of the Indoor Environmental Quality TAG, among other volunteer roles with the USGBC.

Chris is currently a part-time Lecturer at Northeastern University, after several years teaching at the Boston Architectural College. He has also lectured at Harvard's Graduate School of Design, MIT, Brandeis, Duke and Wentworth. In 2008, Chris was selected as a member of Massachusetts Governor Patrick's **Zero Net Energy Building Task Force**, where he chaired the State Interim Standard working group. He also served as a member of the Massachusetts Renewable Energy Trust Fund Green Building Advisory Committee and on Boston Mayor **Menino's Green Building Task Force Advisory Committee**. He was a founding Board member of the USGBC Massachusetts Chapter. Chris is a member of ASHRAE, which certified him as a "High Performance Building Design Professional", and a "Building Energy Modeling Professional". He is also a member of IBPSA and serves on the Technical Committee of the Massachusetts Chapter. In addition, he is a member of the American Rainwater Catchment Association and the Society of Building Science Educators. He holds the LEED AP designation with both BD+C and ID+C specialties. He also recently earned the WELL Accredited Professional designation.

Resumes

The Green Engineer, Inc.

Sarah Michelman, RA, LEED AP BD+C, WELL AP, Fitwel Ambassador, LFA

Project Role:

**Principal-In-Charge
(Sustainable/Green Design/Renewable Energy
Consultant)**

Years w/ Firm: **14**

Total Years of Experience: **30**

MA Registration: **1997/MA Architectural License No.
10402**

Availability: **Ms. Michelman has adequate time and
resources available for this project.**

Applicant Office Address:

**The Green Engineer, Inc.
23 Bradford St.
Concord, MA 01742**

Bachelors, Art History, Oberlin College: Master of Architecture, Washington University, 1993

Sarah has over 16 years of experience working as an Architect. She holds a B.A. in Art History from Oberlin College and an M. Arch. from Washington University in St. Louis. She is a registered Architect in the State of Massachusetts.

Sarah has been with The Green Engineer since 2010. She is passionate about helping clients understand the benefits of energy efficiency and building green. Sarah's extensive background in architecture, with a focus on sustainability designed higher educational projects, makes her a valuable team leader. Sarah is actively involved with coordinating 'Green' Charrettes and working collaboratively with project teams by providing sustainable design guidance throughout all project phases. She manages and participates in the LEED submittal process and coordinates the documentation required for the Certification application to the USGBC.

At The Green Engineer, Sarah has significant experience with higher education and public sector projects. Sarah is also skilled at helping project teams navigate the sustainable design requirements of Boston's Article 80/sub-article 37 and Cambridge's Article 22.

Before joining the team at the Green Engineer, Sarah was an Associate and Project Manager with Prellwitz/Chilinski Associates, Inc., an architectural firm in Cambridge, MA, where she worked for ten years. As an architectural Project Manager, Sarah led design teams for diverse project types including mixed use, residential and higher education.

The Green Engineer, Inc.

Vipul Singh, LEED AP, BEMP

Project Role: **Principal, Building Performance Analyst**

Years w/ Firm: **13**

Total Years of Experience: **17**

MA Registration: **NA**

Availability: **Ms. Singh has adequate time and resources
available for this project.**

Applicant Office Address:

**The Green Engineer, Inc.
23 Bradford St.
Concord, MA 01742**

B.A. in Architecture / 2005 / Sushant School of Art & Architecture Masters in Built Environment / 2011 / Arizona State University

Vipul has been working with The Green Engineer as a Senior Building Performance Analyst since 2011. She has an interdisciplinary knowledge base, with a background in architecture and a focus on sustainability in the built environment.

Vipul's expertise lies in using modeling and analysis techniques for optimizing the energy efficiency of high-performance building envelopes, mechanical systems and daylighting. The range of simulations varies from whole building energy simulations to analysis for a single façade. Working as a BPA, Vipul has had the opportunity to assess over 50 buildings for their performance, energy use, and daylighting, etc. She has worked on a variety of university, commercial, and institutional projects pursuing LEED Certification, ASHRAE90.1 compliance, and Utility Incentives. In addition to this, Vipul's responsibilities also include assisting in LEED Documentation and participating in project design charrettes.

Before joining TGE, Vipul pursued a Master of Science in Built Environment degree at Arizona State University. While at ASU, she worked as a research assistant on an ASHRAE funded research project aimed at developing protocols for short-term M&V of whole building energy performance. Vipul received her Bachelor of Architecture from Sushant School of Art and Architecture, India. During her four years of professional experience as an architect in India, she worked on institutional projects of varied scales with a strong focus on sustainable design principles.

Experience

The Green Engineer, Inc.

Cambridge Fire Station

Cambridge, MA

Date Completed: Est. 2026

Principal in Charge: Chris Schaffner, PE, LEED Fellow

Client Contact:

Ted Galante, AIA LEED AP

The Galante Architecture Studio

T: 617.576.2500

Project Description:

Sustainable Design Consulting, LEED PM, Energy Modeling for the design and construction of renovations to the 30,380SF historic headquarters of the Cambridge Fire department.

Targeting LEED NC v4 Gold

Dedham Public Safety

Dedham, MA

Date Completed: 2023

Principal in Charge: Chris Schaffner, PE, LEED Fellow

Client Contact:

Chip Heitkamp, MCPPO

Dore & Whittier Architects, Inc.

T: 978.499.2999

Project Description:

Sustainable Design Consulting, LEED PM, Energy Modeling for the design and construction of an approximately 38,000 sf new combined Fire & Police headquarters. **Targeting LEED NC v4**

Williamstown Fire Station

Williamstown, MA

Date Completed: Est. 2025

Principal in Charge: Chris Schaffner, PE, LEED Fellow

Client Contact:

Christopher Wante, AIA

EDM Architecture

T: 860.819.3461

Project Description:

Sustainable Design Guidance, Simplified Energy Analysis & Life Cycle Cost Analysis, and Lifecycle Impact Assessment for 19,371 SF fire station.

Targeting International Living Future Institute (ILFI) Zero Carbon Certification.

Experience

The Green Engineer, Inc.

Westwood Public Safety

Westwood, MA

Date Completed: 2017

Principal in Charge: Chris Schaffner, PE, LEED Fellow

Client Contact:

Donald Walter

Dore & Whittier Architects, Inc.

T: 978.499.2999

Project Description:

New, 11,000 SF fire station and a new, 20,000 SF police station on the site of the existing stations. The Green Engineer provided Energy Modeling for utility incentives, and provision of life cycle costs of various options. Although the client did not pursue certification, the projects are designed to achieve LEED Certification.

Melrose Public Safety

Melrose, MA

Date Completed: Est. 2030

Principal in Charge: Sarah Michelman,

RA, LEED AP BD+C, WELL AP, Fitwel Ambassador, LFA

Client Contact:

Glen Gollard

Dore & Whittier Architects, Inc.

T: 978.499.2999

Project Description:

Sustainable Design Guidance, LEED Certification Project Management and Energy Modeling construction for the 27,000 SF police station and 24,000 SF fire station.

Targeting LEED-NC v4

Norwich University Cyber Fusion Center

Northfield, VT

Date Completed: Est. 2025

Principal in Charge: Erik Ruoff, LEED AP BD+C

Client Contact:

Marc Perras

Jones Architecture

T: 978.744.5200

Project Description:

Sustainable Design Guidance, LEED Certification Project Management and Whole-Building Life-Cycle Analysis for the design and construction of an approximately new 27,000SF multi-disciplinary center.

Targeting LEED-NC v4

Firm Background: Serving Vermont's Municipalities

Our Vermont offices in South Burlington and Montpelier are home to nearly 100 landscape architects, planners, designers, engineers, and scientists who partner with public and private clients in the community design, real estate, institutional, transportation, and energy industries, as well as with federal, state, and local governments.



Our planning and design professionals commit to meeting project challenges with the highest level of quality, addressing client goals to achieve results that are implementable and sustainable. We work closely with our clients to understand each project's unique challenges by bringing a comprehensive approach to problem solving, drawing upon our wide array of disciplines and skills to inform the stakeholder engagement, planning, and design processes.

This approach enables a balance among project needs, site constraints, and sensitivity to context. VHB has a proud history of working with municipalities throughout New England and across Vermont to help them envision, design, and build community facilities that meet the goals of their citizens, as well as fit their budgets. Additionally, our team members bring extensive out-of-state design experience, having worked on similar projects up and down the East Coast.

VHB's Capabilities

Our team has an open-minded approach to projects, and we are committed to listening and truly understanding the needs and aspirations of the public—we see the whole picture, not just one piece. We integrate the right people and resources from our four core service areas—planning and design, land development, transportation, and environmental science—to help clients initiate and complete intricate, challenging, and significant projects.

Making a positive impact in Vermont's cities and towns is a priority for VHB. Our designers, planners, engineers, and scientists have helped revitalize downtown areas; construct safer streets for motorists, pedestrians, and bicyclists; and restore and protect our natural resources. VHB offers more than a defined group of services; we work as an integrated team to address some of the most challenging and complex projects across the state.

Our integrated services approach gives us the ability to develop easy-to-understand master plans that create bold and visionary outcomes while incorporating the technical proficiency required to plan sensitive and complex projects.



Great Streets Main Street

Burlington, Vermont

Client
City of Burlington, DPW

The Great Streets Main Street project is the City of Burlington's third significant project under the Great Streets Initiative, following City Hall Park and Saint Paul Street. The project consists of full construction engineering design of a six-block-long section of Main Street from Battery Street to South Union Street. The project began at the Alternatives Development and Public Involvement phase, continuing forward to Conceptual Plans through Contract Documents.

The Great Streets Initiative will completely revitalize and reconstruct Main Street within the project boundaries. VHB is working with Burlington's Department of Public Works (DPW) on the planning and engineering design, including extensive community and stakeholder outreach that has resulted in unanimous approval by City Council.

The project team has completed the final design, which includes enhancing all elements of the streetscape to give Main Street a distinct identity, upgrading pedestrian facilities, installing bicycle facilities, improving stormwater infrastructure and treatment, and replacing and modernizing traffic signal equipment at six intersections. VHB conducted a full parking study as a part of this effort that extended from Battery Street to Union Street and from Maple Street to Cherry Street. VHB is designing all roadway and traffic components, including the roadway and separated bikeways, traffic signals, identification of extensive underground utilities, survey, ROW impacts, stormwater treatment, and all signs and pavement markings.



Lebanon Fire Station Feasibility Study and Reconstruction

Lebanon, New Hampshire

Client
City of Lebanon

The City of Lebanon's three fire stations and one police station—which also served as a dispatch center—were aging and would soon be insufficient to serve the city's growing population. In 2019, the City enlisted VHB, as a subconsultant to Lavallee Bréhisinger Architects, to conduct a feasibility study to identify the best site for a replacement fire station.

VHB assessed sites throughout Lebanon, including that of the existing Fire Department headquarters, to help the City identify which would be suitable for the new station. Ultimately, the City decided to proceed with reconstructing the facility at the site of the existing fire station, which necessitates a temporary home for the Fire Department while the new station is under construction. VHB designed a temporary, simply constructed station at the Lebanon Public Works Department made of modular housing and a prefabricated garage to ease the Fire Department's transition.

Now under construction, the rebuilt fire station will stand three stories tall and feature four bays for emergency vehicles and equipment. Some of the building's notable aspects include its sustainability features, such as the electric vehicle charging infrastructure, its net zero building status, stormwater best practices designed by VHB, and minimized impervious area, which reduces impacts to existing slopes and natural landscaped buffer. Due to the station's downtown location, VHB counseled the City to use existing utility infrastructure to minimize roadwork and therefore the impacts of construction on traffic and pedestrians.

Jennifer Conley, PE, PTOE

Director of Transportation Systems



Education

BS, Civil Engineering,
Rensselaer Polytechnic
Institute, 1993

Registrations/Certifications

Professional Engineer VT
Professional Engineer MA
Professional Engineer NH
Professional Traffic
Operations Engineer

Affiliations/Memberships

Institute of Transportation
Engineers,
Section President,
Member
1993 - present

Jennifer is VHB's Director of Transportation Systems for Vermont. She has extensive transportation engineering experience, having managed engineering tasks for projects throughout New England, including preparation of construction phasing and traffic management plans, traffic operational studies and design, and engineering design for traffic control devices and signalization. Jennifer has permitted millions of square feet of development, bringing projects from preparation of the traffic impact study through the local public hearing process, with state-level permitting as required. She has also managed transportation master plans for municipalities and institutions and conducted corridor studies, including traffic engineering peer review services, for numerous municipalities.

30 years of professional experience

City of Burlington, Great Streets—Main Street Revitalization, Burlington, VT

As the traffic and parking task leader, Jennifer has supported multiple facets of the Great Streets – Main Street Revitalization. Jennifer oversaw the parking study and associated stakeholder engagement which included Burlington staff, business owners and other stakeholders through a multiple meeting process to understand the current parking conditions and anticipated impacts of the project. Jennifer also led traffic analysis to evaluate traffic operations under various traffic control scenarios and different lane configurations and the presentation of these findings to DPW staff as well as the DPW Commission. Finally, her team is finalizing the design and locations of the traffic signal equipment along the corridor.

Winooski Main Street, Winooski, Vermont

Jenn led the traffic engineering tasks associated with the redesign of Main Street through Winooski. She analyzed the operations at each of the signalized intersections under a number of lane configurations and signal timing and phasing and incorporated the needs of bicyclists and pedestrians into the operation. The analysis included a detailed review of emergency response operation and upgrades required for the Winooski Fire Station including new signal controller and pre-emption equipment. She continues to work on the traffic control plans to manage traffic during construction.

Burlington High School Temporary Location Traffic Permitting, Burlington, VT

Serving as Project Manager, Jennifer evaluated the transportation implications of temporarily relocating Burlington High School to 67 Cherry Street. Using GIS mapping of student locations, based on distance she determined a likely group of student walkers and cyclists and then the likely routing of students who would likely drive to school based on travel times. Added the likely driver population to the existing roadway network, she determined the impact at key intersections and worked with Burlington DPW regarding recommended signal timing modifications where necessary. In addition, the addresses were used to evaluate the likely demand and circulation of drop off and pick up maneuvers. Jenn has also evaluated the transportation and circulation improvements for the new, permanent High School.

CCRPC, Colchester Avenue Bikeways, Parking, and Intersection Safety Study, Burlington, VT

VHB worked with the Chittenden County Regional Planning Commission (CCRPC) to identify and prioritize improvements along Colchester Avenue that align with the City's vision for sustainable transportation infrastructure and enable a continuous multimodal transportation corridor. Jennifer served as the Project Manager, leading the project team through the assessment of existing conditions, engagement of the public to determine the local concerns, and the development, evaluation, and presentation of alternatives. Jennifer and the VHB team worked closely with a diverse Advisory Committee of residents and business representatives and engaged the public through both in-person and online public meetings. The selection of a preferred alternative was determined through polling at a public meeting, followed by lively discussion at the Advisory Committee meeting. The preferred alternative received unanimous approval by the committee and was approved by the Burlington City Council.

Swanton Village Downtown Scoping Study, Swanton, VT

Serving as Project Manager, Jennifer has led the multidisciplinary project team through the Downtown Scoping Study for Swanton Village. The project required a delicate balance to better accommodate the needs of pedestrians and bicyclists while accommodating vehicular traffic through the Village and providing parking and enhanced sidewalks to ensure continued economic development. Alternatives were developed that accommodated all users through different allocation of right of ways throughout the Village. The preferred alternative incorporated public comment and was divided into smaller projects that could be built separately as funding allows. This study has since been leveraged to obtain funding for design and construction of the improvements to circulation for all roadway users.

Commercial Street Corridor Operations and Master Plan, Portland, ME

Prior to joining VHB, Jennifer was Project Manager for the multidisciplinary project evaluating the multi-modal operations of the corridor that in addition to providing access to the working waterfront, cruise ship activity and ferry boats also now serves as a significant tourist destination. The master plan for the operations of the corridor includes the significant freight (including turning and backing of bait trucks) and loading and unloading activities and potential to implement transit routing on the corridor in addition to peak pedestrian crossings of over 1,000 per crosswalk. This required an extensive stakeholder engagement approach. The vehicular parking demand was used to evaluate potentials for sharing that parking with loading operations. Modifications included the reduction of unsignalized crossing locations to improve vehicular efficiency while also elevating other locations to signalized or RRFB locations to improve pedestrian safety and capacity.

RESOURCE ALLOCATION MATRIX

Scope of Work Tasks	Task Description	By:	Principal	Programmer	PM	PA	Designer	Totals D+W	Totals Consultants	Estimated Fees per Task	Deliverables
PHASE 1 PRE-DESIGN, PROGRAMMING, SITE ASSESSMENT AND SELECTION											
Task #1	Initialization + Mobilization	D+W	2		4	2	2	10		\$1,850	Meeting minutes
		EVI and V/T Commercial		4					4	\$740	None, but should participate in meetings, review of materials
Task #2	Programming + Space Needs Analysis	D+W	6	80	10			96		\$17,760	Architectural Space Programs of a combined facility, and separate programs. Explanatory narrative – brief summary report.
	Planning Diagrams	D+W	12	28	34	24	56	154		\$28,490	Program Block Diagrams/ Adjacency Diagrams
	Initial Massing Studies/ Site Test Fits	D+W	4	8	32			44		\$8,140	3-D Massing studies on candidate site(s) for test fit of program on site(s) – Building Envelope per Zoning Ordinance.
Task #3	Site Search	D+W	8	4	8	4		24		\$4,440	Identification of potential sites
	Site Search	EVI (Civil)	6		12				18	\$3,330	Site assessments (assume 3)
	Site Search	V/T Commercial	40						40	\$7,400	Identification of potential sites
Task #4	Site Assessment	D+W	2		2		24	28		\$5,180	Site assessments (assume 3)
	Site Assessment	EVI (Civil)	6		24				30	\$5,550	Site assessments (assume 3)
	Site Assessment	V/T Commercial	6						6	\$1,110	Site assessments (assume 3)
Task #5	Real Estate / Financial Analysis	V/T Commercial	24						24	\$4,440	Summary of findings
Task #6	Site Selection Ranking	D+W	3		2			5		\$925	Ranking of sites
	Final Selection										Recommendation of Preferred Site

Resource Allocation Matrix (cont.)

Scope of Work Tasks	Task Description	By:	Principal	Programmer	PM	PA	Designer	Totals D+W	Totals Consultants	Estimated Fees per Task	Deliverables
Task #7	Conceptual Options	D+W	4	6	24	8	48	90		\$16,650	Up to three Options on the Preferred Site; Building system narratives
		EVI	6		18		40		64	\$11,840	Existing site conditions, site development sketch/description
		PM+C	5		40				45	\$8,325	Cost Estimates
Task #8	Community Engagement	D+W	4	4	24		8	40		\$7,400	Plan/Schedule; Presentation materials and participation in public meetings
	Website Creation & Maintenance	D+W	1		1		36	38		\$7,030	Webpage hosted on City site and periodic updates
Task #9	Final Option Selection	D+W	2	2	4	1	4	13		\$2,405	Recommendation
Task #10	Final Report	D+W	2	8	32	2		44		\$8,140	Final Report
Task #11	Property Acquisition										None – City action
	ESTIMATED TOTAL HOURS							586	231	\$151,145	Estimated fee based on hours per tasks identified
PHASE 2 BASIC SERVICES - SCHEMATIC AND DETAILED DESIGN											
TO BE DETERMINED ONCE PREFERRED SITE IS SELECTED											
PHASE 3 BIDDING AND CONSTRUCTION ADMINISTRATION											
TO BE DETERMINED ONCE PREFERRED SITE IS SELECTED											

Board of Finance and City Council Submission Checklist

Department: CT Office Submitter: Ashley Parker

Title/Subject: Authorization for Public Health & Safety Building Project Budget

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	3/24/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	3/17/2025	Katherine Schad
Mayor's Office informed and approved memo	Yes	3/18/2025	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	3/17/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/17/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Dore & Whittier Proposal
Draft Resolution or Motion?	Yes	Motion Included in Memo
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.