



**WESTPORT CONNECTICUT
BOARD OF FINANCE**

REVISED – Item # 2 withdrawn

NOTICE OF SPECIAL MEETING-REVISED

The Board of Finance will hold a Special Meeting on **Tuesday, October 30, 2018 at 8:00 p.m.** in **Room 201/201A of Town Hall** for the following purposes:

AGENDA

1. Upon the request of the Deputy Chief of Police, to approve an appropriation of \$108,665.15 to the Railroad Parking Facilities Improvement Account #21002219-572200 for the re-paving of Lot 3 at the Greens Farms Railroad Station.
2. Upon the request of the Director of Public Works, to approve an appropriation of \$876,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500148 for Heating and HVAC Upgrades within the Police Department facility.
WITHDRAWN - TO BE PRESENTED AT A FUTURE BOF MEETING
3. Upon the request of the Director of Public Works, to approve an appropriation of \$62,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500153 for the design expenses for replacement of the Cavalry Road Bridge over the West Branch of the Aspetuck River. This bridge is eligible for reimbursement of 80% of expenses under the Federal Local Bridge Program.
4. Upon the request of the Director of Public Works, to approve an appropriation of \$426,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500154 for the design expenses for replacement of the Bayberry Lane Bridge over the Aspetuck River. This bridge is eligible for reimbursement of 80% of expenses under the Federal Local Bridge Program.
5. Upon the request of the Director of Public Works, to approve an appropriation of \$1,077,250.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500156 for the buyout of the Eversource-owned street lights to be replaced with Town-owned LED streetlights. The electric rate for LED's combined with lower electricity consumption creates an approximate payback period of five years.
6. Upon the request of the Director of Public Works, to approve an appropriation of \$328,000.00 along with bond and note authorization to the Municipal Improvement Fund Account #30503310-500157 for the burial of the remaining overhead communication utilities at the intersection of Main Street, Avery Place, and Parker Harding Road at Gorham Island.
7. Upon the request of the Director of Public Works, to approve an appropriation of \$33,000.00 to the Capital and Non-Recurring Account #31503310-500158 for the preparation of a Condition Assessment Report and Restoration Plan for the Portico Columns, Pilasters, and Pediment of Town Hall.

Note: The practice for upcoming BOF regular meetings will be to close the meetings at 10:00 PM. Motions to extend individual meetings can be heard.



WESTPORT POLICE DEPARTMENT

FOTI KOSKINAS
CHIEF OF POLICE

SAMUEL ARCIOLA
DEPUTY CHIEF



September 19, 2018

Mr. James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

RE: Appropriation from Railroad Operating Fund, Facility Improvements (account # 21002219-572200)
for re-paving Lot #3 at the Greens Farms Railroad Station.

Dear Mr. Marpe,

This department herein requests an appropriation from the Railroad Operation Fund, Facility Improvements (account 21002219-572200) in the amount of \$108,665.15 for the re-paving of Lot 3 at the Greens Farms Railroad Station in Westport.

On August 16th, 2018 bid #19-930TR was received by the Public Works Department for the paving project at the Greens Farms Railroad station Lot 3 parking lot. The low bid for the project was \$98,786.50 by G. Pic and Sons. In addition to accepting the low bid, a 10% contingency is built into the above stated appropriation request for unforeseen items encountered during construction.

This project (2018-07) is part of the Westport Railroad Operations projected Capital Projects for 2018-2019-and 2020 which was submitted in February and March 2018.

Respectfully,

Sam Arciola
Deputy Chief of Police Department

50 Jesup Road | Westport, CT 06880 | Phone 203.341.6000 | Fax 203.341.6092

With courage, honor and integrity, we protect the rights of all citizens.

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Westport Police Department - Railroad Operations Date: 09/20/2018

PROJECT NAME AND DESCRIPTION
Greens Farms Railroad Lot #3 Re-paving Project (#2018-07)

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO

If no, why not?

If yes, answer the following two questions:
Which FY was the project first proposed? February 2018
Which FY was the project first planned? 2019

APPROXIMATE COST:	\$98,786.50	COST IN CAPITAL FORECAST:	NA
CONTINGENCY (10%):	\$9878.65	←TOTAL	REQUEST→ \$ 108,665.15

SOURCE OF FUNDS:

CAPITAL BOND <input type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>

OTHER, DESCRIBE: Railroad Operations Fund, Facility Improvements

PAYBACK PERIOD: NA

PROJECTED START DATE: November 2018 EST. COMPLETION DATE: November 2018
ESTIMATED USEFUL LIFE:

Is this project part of a larger capital project? Yes - Completion of re-paving Greens Farms RR Lots

Has an RFP been issued? YES NO

Have bids been received? YES NO Number of bids received: 4

Was the lowest bid the winner? YES NO If not, why? _____

Who will benefit from the project?
The public using the Greens Farms Railroad Station

Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: Fair


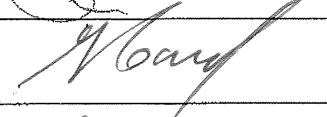
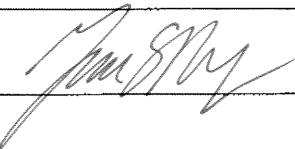
Pictures attached? YES NO

What other approvals/reviews are necessary to begin this project?
RTM

FINANCE

This section to be completed by the Finance Director.
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 9/21/2019
FINANCE DIRECTOR		DATE: 10/18/18
FIRST SELECTMAN		DATE: 9/25/18



WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

September 14, 2018

Mr. James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement fund, for funding Westport's share of the design expenses for replacement of the Cavalry Road Bridge over the West Branch of the Aspetuck River

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement fund, in the amount of \$62,000.00 for funding Westport's share of the Design expenses for replacement of the Cavalry Road Bridge, (Bridge #04964), over the West Branch of the Saugatuck River. The work will be a complete replacement of the bridge deck and abutments.

The existing bridge was constructed in 1956 and straddles the Town Line between Westport and Weston. The Connecticut DOT determined in 2016 that the bridge requires replacement, and assigned the task of replacement to the Town of Weston. The bridge is eligible for funding under the Federal Local Bridge Program, which provides 80% reimbursement of expenses to the Town(s).

Because the Bridge spans the Town line, both Towns must share the remaining 20% of associated costs. There are two ways to split the cost according to State Statute. 1) Execute an interlocal Agreement between the Towns, or 2) use the default formula provided in CGS 13a-238, which apportions the cost according to the two town's tax revenue.

Westport attempted to execute an interlocal agreement with Weston to split the costs at 50% each, (at their initial suggestion). A change in the administration in Weston prompted that administration to withdraw that offer and revert to the default formula. As such, Westport has to pay 73.16% of the cost and Weston has to pay 26.84% of the cost.

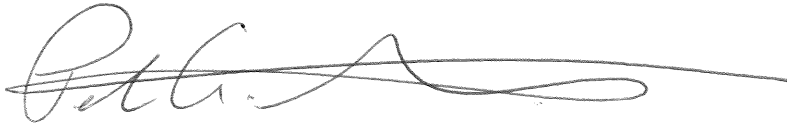
The attached backup information shows how we arrived at the figure of \$62,000. In the current capital forecast, we carried a figure of \$50,000 based on our initial 50/50 split.

We anticipate the design process to take approximately one year, so we will be back seeking funds for the construction once we have an Opinion of Probable Cost from the Design Firm. Currently we

Letter to J. Marpe, Cavalry Road Bridge Design Appropriation, 9-14-18

are carrying a figure in the Capital forecast for Westport's share of the bridge construction cost at \$250,000, based on an overall estimated Construction cost of \$2.7 million. This figure will be revised once the semi-final design is determined.

Respectfully,

A handwritten signature in black ink, appearing to read 'Peter A. Ratkiewich', with a long horizontal flourish extending to the right.

Peter A. Ratkiewich, P.E
Director of Public Works

cc: Gary Conrad, Finance Director
G:\Pw_off\PAR\APPRQST\CavlyRdBrgDES.doc

JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works – Engineering Division Date: 9/12/18

PROJECT NAME AND DESCRIPTION
Cavalry Road Bridge over West branch of the Saugatuck River, Bridge # 04964 – Design of Bridge replacement per directive from Connecticut DOT

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES NO
If no, why not?
If yes, answer the following two questions:
Which FY was the project first proposed? 2019
Which FY was the project first planned? 2013

APPROXIMATE COST:	\$55,996.66	COST IN CAPITAL FORECAST: \$450,000	
CONTINGENCY (10%):	\$ 5,599.67		
	\$61,596.33	←TOTAL	REQUEST→ \$62,000

SOURCE OF FUNDS:

CAPITAL BOND	GEN'L FUND
<input checked="" type="checkbox"/>	<input type="checkbox"/>
CNR	GRANT
<input type="checkbox"/>	<input checked="" type="checkbox"/>
STATE	OTHER
<input type="checkbox"/>	<input type="checkbox"/>

OTHER, DESCRIBE: Federal Grant 80/20

PAYBACK PERIOD:

Cost of project is paid 80% by Federal funds, 20% by local funds split between Weston and Westport at 26.84% / 73.16% respectively, per State Statute 13a-100

EST. COMPLETION

PROJECTED START DATE: 5/01/18 (design) DATE: 1/2/20

ESTIMATED USEFUL LIFE: 75 years

Is this project part of a larger capital project? YES – Once design is complete we will move to construction

Has an RFP been issued? YES NO RFQ was issued utilizing the ConnDOT QBS procedure

Have bids been received? YES NO Number of bids received: There were 9 respondents to the RFQ, shortlisted to 4

Was the lowest bid the winner? YES NO If not, why? The design consultant was chosen utilizing ConnDOT's Quality-Based-Selection method which is required to receive Federal funds. The selection process was supervised by the administrator of the Federal-Local Bridge program and met or exceeded all of their requirements.

Who will benefit from the project? All who drive on Cavalry Road. The existing bridge is intact but is in a condition of "piano key" deterioration of the precast planks that form the bridge deck

Is it a replacement? YES NO

If yes, describe condition of what is to be replaced: The existing Bridge has been inspected by ConnDOT and ordered to be replaced by the Town of Weston, sharing the cost with Westport per State Statute 13a-100

Pictures attached? YES NO

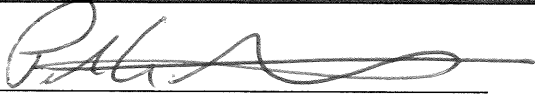
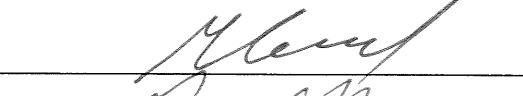

What other approvals/reviews are necessary to begin this project? RTM funding approval; This design project is already underway and we will begin receiving invoices from the Town of Weston shortly.

FINANCE

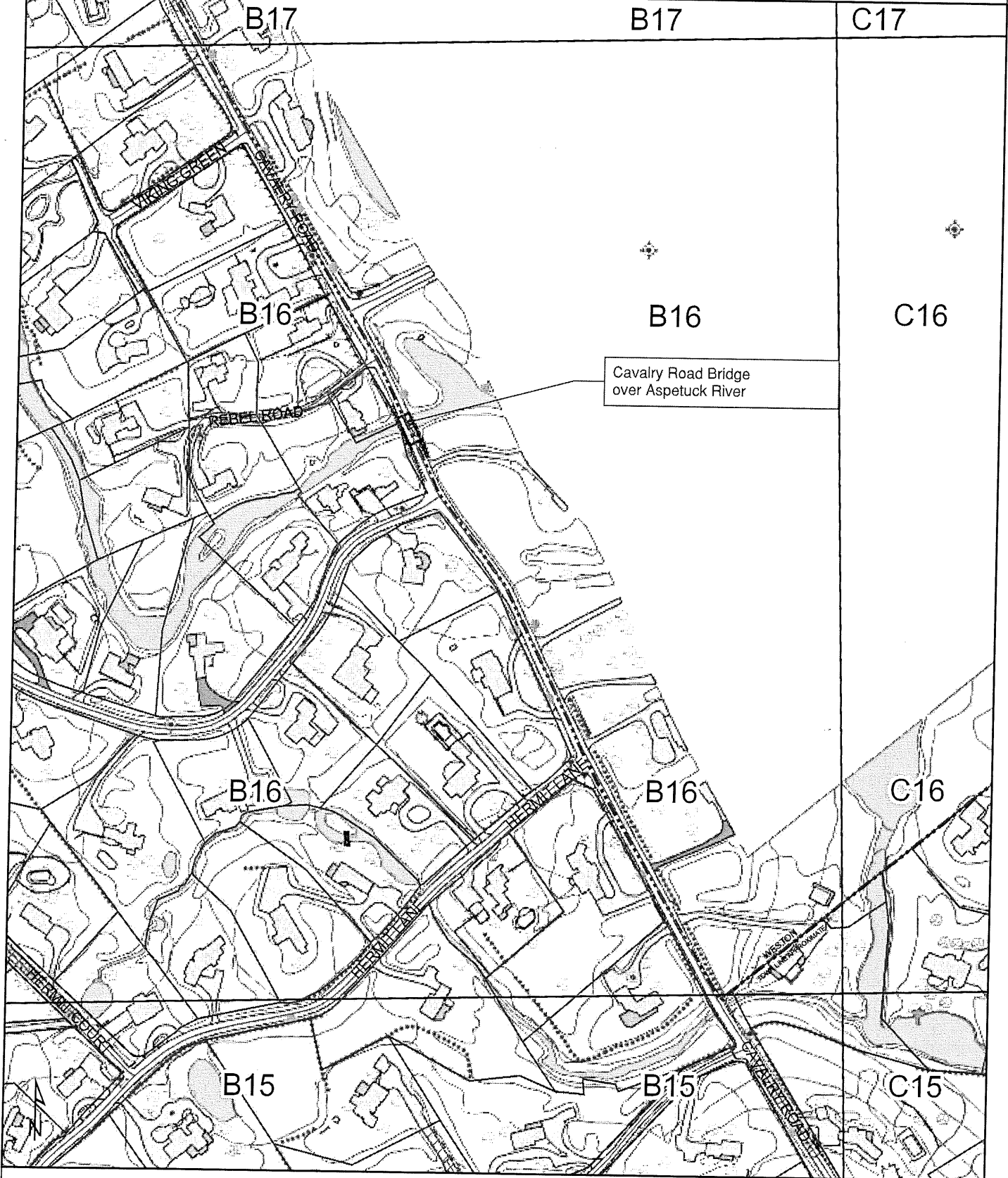
This section to be completed by the Finance Director.

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:
IF APPROVED:
IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD		DATE: 9/14/18
FINANCE DIRECTOR		DATE: 9/18/18
FIRST SELECTMAN		DATE: 9/17/18

Cavalry Road Bridge



Cavalry Road Bridge
over Aspetuck River



1 inch = 283 feet

Westport and its mapping contractors assume no legal responsibility for the information contained herein.

Google Maps

23 Cavalry Rd

Cavalry Road Bridge looking North from Crooked Mile Road



CAVALRY ROAD BRIDGE DESIGN EXPENSE BREAKDOWN

Maximum Design Fee per ConnDOT	\$ 382,700.00
Federal Share @ 80%	\$ 306,160.00
Town Share @ 20%	\$ 76,540.00
Weston Share - 26.84% of Town Share	\$ 20,543.34
Westport Share - 73.16% of Town Share	\$ 55,996.66
10% Contingency	\$ 5,599.67
total	\$ 61,596.33

REQUEST \$ **62,000.00**

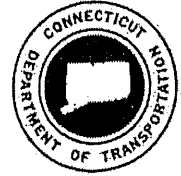


STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546

NEWINGTON, CONNECTICUT 06131-7546



November 20, 2017

Mr. Jonathan Luiz
Town Administrator
Town of Weston
56 Norfield Road
Weston, Connecticut 06883

Dear Mr. Luiz:

Subject: Approval of Engineering Services and Fees
Federal Local Bridge Program
State Project No. 157-85
Replacement of Bridge No. 04964
Cavalry Road over West Branch Saugatuck River

The Department of Transportation (Department) has reviewed and annotated the enclosed engineering scope of services provided by WMC Consulting Engineers (WMC), the consulting engineering firm (Consultant) selected by the town of Weston (Town) for the subject project. The Department has also reviewed and annotated the enclosed fees/costs and man-hour distribution schedules, which are based on the man-hours negotiated for the tasks to be performed, and direct costs estimate. In a letter dated October 16, 2017, the Town indicated its concurrence with the scope of services and the associated fees and costs. Both the scope of services and the fees and costs outlined below are hereby approved.

Approved Items

Approved Fees/Costs

1. Survey	\$ 5,000
2. Preliminary Engineering Studies	\$ 61,900
3. Preliminary Design/Public Information Meeting	\$ 27,800
4. Regulatory Approvals	\$ 30,500
5. Final Design	\$145,200
6. Bidding Phase Services	\$ 6,500
Direct Costs (<i>allowance</i>)	<u>\$ 49,200</u>
Subtotal:	\$326,100
Extra Work (<i>allowance</i>)	\$32,600
Review of Shop Plans and Construction Drawings	\$ 9,000
Design Services During Construction (<i>allowance</i>)	<u>\$ 15,000</u>
Maximum Fee:	\$382,700

A goal for Disadvantaged Business Enterprise (DBE) participation of 8 percent of the total "contract value" has been established for the Preliminary Engineering Phase.

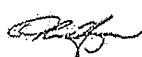
Only work actually performed by and/or services provided by the DBE's which are certified for such work and/or services, can be counted toward the DBE goal.

As a reminder, all direct costs must be allocable to this project and must be substantiated by receipts. Additionally, all extra work and consultation during construction must be authorized by the Town and approved by the Department prior to proceeding with these items.

In the future, the Department will forward to you for the Town's execution, a State/Town Design Agreement to fund this engineering work. Subsequently, a Department-approved Engineering Services Agreement between the Town and WMC will be forwarded to you for execution by both parties. The Town/Consultant Engineering Services Agreement will incorporate the approved scope of services and the fees and costs listed herein.

Please direct any questions regarding this matter to Ms. Priti S. Bhardwaj, at (860) 594-3311.

Very truly yours,


Theodore H.
Nezames, P.E.
2017.11.20
09:58:56-05'00'

Theodore H. Nezames, P.E.
Manager of Bridges
Bureau of Engineering and Construction

Enclosures

cc: Mr. Jonathan Luiz, Town Administrator, Town of Weston
Mr. Chad Perkosi, P.E., BL Companies Connecticut, Inc.

Ratkiewich, Peter

From: Scully, Lynn
Sent: Monday, April 30, 2018 12:43 PM
To: Ratkiewich, Peter
Cc: Conrad, Gary G.; Carey, Sheila
Subject: FW: COMPARISONS

Hi Pete,

As you can see by the email thread below, we've decided that the best allocation formula would be 73.16% Westport and 26.84% Weston.

Give us a call if you have any questions.

Lynn
Lynn Scully
Audit Manager/Senior Accountant
Town of Westport, CT
203-341-1054



From: Flug, Eileen
Sent: Thursday, April 26, 2018 5:34 PM
To: Scully, Lynn <LSCULLY@westportct.gov>
Cc: Friia, Paul <pfriia@westportct.gov>; Conrad, Gary G. <GCONRAD@westportct.gov>; Carey, Sheila <SCAREY@westportct.gov>
Subject: RE: COMPARISONS

Lynn, I agree that "Total Actual Tax Collections" most closely matches the statute's "total revenue received yearly from direct taxation."

Eileen

Eileen Lavigne Flug
Assistant Town Attorney
Town of Westport
110 Myrtle Avenue
Westport CT, 06880
203-341-1043

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From: Scully, Lynn
Sent: Wednesday, April 25, 2018 11:13 AM
To: Flug, Eileen <eflug@westportct.gov>
Cc: Friia, Paul <pfriia@westportct.gov>; Conrad, Gary G. <GCONRAD@westportct.gov>; Carey, Sheila <SCAREY@westportct.gov>
Subject: FW: COMPARISONS

Good Morning, Eileen,

Gary has asked us to come up with a calculation for allocating costs associated with the bridge on Cavalry Road, which is shared by Westport and Weston.

In my email to Paul below, I've laid out 3 different calculations (following suit with Mr. Darling's info). I think we should use the 3rd calculation (TOTAL ACTUAL TAX COLLECTED), but I wondered if you would look over the statute below and let us know if I'm correct?

Under CH 238:

Sec. 13a-100. Expense of bridges between towns. Necessary bridges between towns, except when otherwise specially provided by law, shall be built and kept in repair by such towns, and the expense thereof shall be apportioned between them according to the total revenue received yearly from direct taxation in each of such towns, as averaged for the three fiscal years next preceding.

(1949 Rev., S. 2119; 1958 Rev., S. 13-4; 1963, P.A. 226, S. 100.)

History: 1963 act replaced previous provisions: See title history.

What constitutes a bridge. 26 C. 583; 44 C. 25; 64 C. 568.

Thanks in advance,

Lynn

Lynn Scully

Audit Manager/Senior Accountant
Town of Westport, CT
203-341-1054



From: Scully, Lynn
Sent: Tuesday, April 24, 2018 1:43 PM
To: pfriia@westportct.gov
Subject: COMPARISONS

Hi Again,

Pulled this corresponding info from our CAFRs:

	WESTPORT	WESTON	
ADJUSTED TAX LEVY			
2017	183,629,580	67,306,771	
2016	182,788,558	67,168,177	
2015	178,586,782	65,727,856	
AVG 3 YRS	181,668,307	66,734,268	248,402,575
	73.13%	26.87%	
CURRENT LIST YEAR ACTUAL			
2017	181,519,184	66,495,193	
2016	180,450,822	66,318,396	
2015	175,580,932	65,178,736	
AVG 3 YRS	179,183,646	65,997,442	245,181,088
	73.08%	26.92%	
TOTAL ACTUAL TAX COLLECTIONS			
2017	183,945,788	67,419,388	
2016	183,225,663	66,631,494	
2015	177,686,342	65,881,769	
AVG 3 YRS	181,619,264	66,644,217	248,263,481
	73.16%	26.84%	

As you can see, they are all pretty close. It think that the 3rd (TOTAL ACTUAL TAX COLLECTIONS) comparison best corresponds with Sec. 13a-100. What do you think?

Lynn Scully

Audit Manager/Senior Accountant
 Town of Westport, CT
 203-341-1054





WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 110 MYRTLE AVE.
WESTPORT, CONNECTICUT 06880
(203) 341 1120

September 14, 2018

Mr. James S. Marpe
First Selectman
Town Hall
Westport, CT 06880

Re: Request for Appropriation along with bond and note authorization to the Municipal Improvement fund, for funding the design expenses for replacement of the Bayberry Lane Bridge over the Aspetuck River

Dear Mr. Marpe,

This office herein requests an appropriation along with bond and note authorization to the Municipal Improvement fund, in the amount of \$426,000 for funding the Design expenses for replacement of the Bayberry Lane Bridge, (Bridge #04969), over the Aspetuck River. The work will be a complete replacement of the bridge deck and abutments.

The existing bridge was constructed in 1957. The Connecticut DOT determined in late 2018 that the bridge requires replacement. This bridge is eligible for funding under the Federal Local Bridge Program, which provides 80% reimbursement of expenses to the Town. The State determined that the maximum design fee would be \$426,000. Once reimbursed the net cost to the Town will be \$85,200.

We anticipate the design process to take approximately one year, so we will be back seeking funds for the construction once we have an Opinion of Probable Cost from the Design Firm. Currently we are carrying a figure in the Capital forecast for Westport's share of the bridge construction cost at \$500,000, based on an overall estimated Construction cost of \$2.7 million. This figure will be revised once the semi-final design is determined.

Respectfully,

Peter A. Ratkiewich, P.E
Director of Public Works

cc: Gary Conrad, Finance Director
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JUSTIFICATION FOR A CAPITAL PROJECT

DEPARTMENT INFORMATION

DEPT NAME: Department of Public Works – Engineering Division Date: 9/12/18

PROJECT NAME AND DESCRIPTION Bayberry Lane Bridge over Aspetuck River, Bridge # 04969 – Design of Bridge replacement per directive from Connecticut DOT

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES [X] NO [] If no, why not? If yes, answer the following two questions: Which FY was the project first proposed? 2016 Which FY was the project first planned? 2013

APPROXIMATE COST: \$426,000 COST IN CAPITAL FORECAST: \$500,000 CONTINGENCY (10%): \$426,000 Built in to above figure at 10% REQUEST -> \$426,000

SOURCE OF FUNDS: CAPITAL BOND [X] GEN'L FUND [] CNR [] GRANT [X] STATE [] OTHER [] OTHER, DESCRIBE: Federal Grant 80/20 PAYBACK PERIOD:

PROJECTED START DATE: 10/15/18 (design) EST. COMPLETION DATE: 1/2/20 ESTIMATED USEFUL LIFE: 75 years

Is this project part of a larger capital project? YES – Once design is complete we will move to construction

Has an RFP been issued? YES [] NO [X] RFQ was issued utilizing the ConnDOT QBS procedure Have bids been received? YES [] NO [X] Number of bids received: There were 11 respondents to the RFQ, shortlisted to 5 Was the lowest bid the winner? YES [] NO [X] If not, why? The design consultant was chosen utilizing ConnDOT's Quality-Based-Selection method which is required to receive Federal funds. The selection process was supervised by the administrator of the Federal-Local Bridge program and met or exceeded all of their requirements.

Who will benefit from the project? All who drive on Bayberry Lane. Currently the existing bridge has been reduced to one lane to prevent heavy loads from the outer beams of the bridge, which are compromised.

Is it a replacement? YES NO

The existing Bridge has been de-rated by ConnDOT and ordered to one lane to protect it while a replacement is

If yes, describe condition of what is to be replaced: designed.

Pictures attached? YES NO

What other approvals/reviews are necessary to begin this project? RTM funding approval

FINANCE

This section to be completed by the Finance Director.

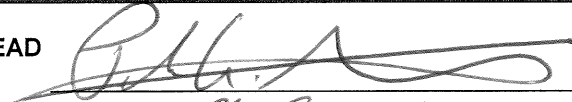
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

REVIEW/SIGN-OFF

DEPARTMENT HEAD



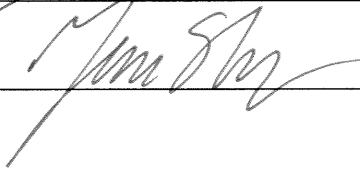
DATE: 9/14/18

FINANCE DIRECTOR



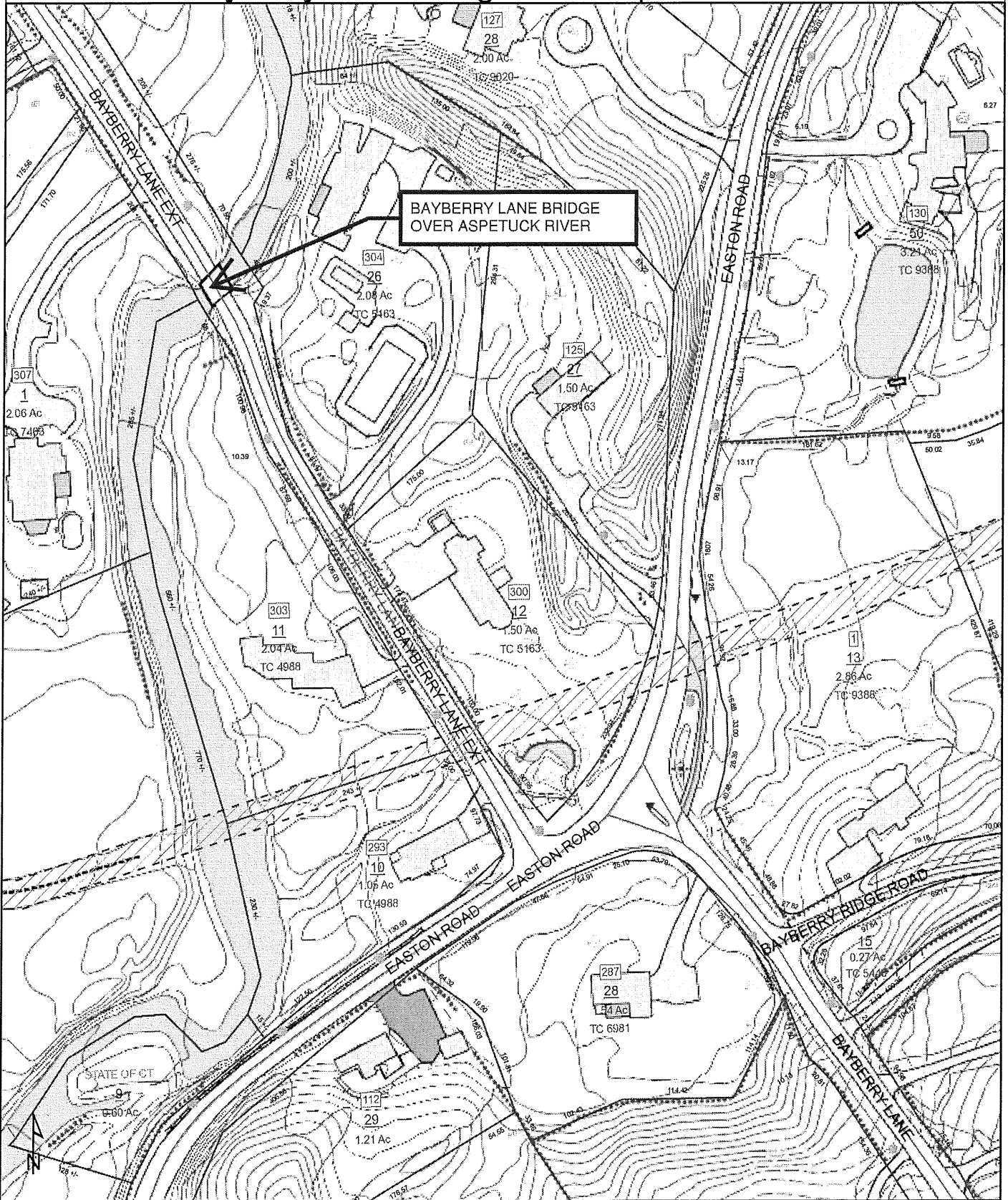
DATE: 9/18/18

FIRST SELECTMAN



DATE: 9/17/18

Bayberry Lane Bridge over Aspetuck River



1 inch = 142 feet

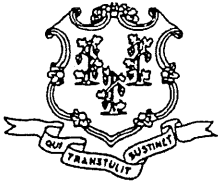
Westport and its mapping contractors assume no legal responsibility for the information contained herein.

Google Maps

308 Bayberry Ln

Bayberry Lane Bridge over Aspetuck River looking North





STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

July 26, 2018

Mr. Peter Ratkiewich, P.E.
Director of Public Works
Town of Westport
110 Myrtle Avenue
Westport, Connecticut 06880

Dear Mr. Ratkiewich:

Subject: Approval of Engineering Services and Fees
Federal Local Bridge Program
State Project No. 158-216
Replacement of Bridge No. 04969
Bayberry Lane over Aspetuck River

The Department of Transportation (Department) has reviewed the enclosed engineering Scope of Services provided by AI Engineers, Inc. (AI) the consulting engineering firm (Consultant) selected by the town of Westport (Town) for the subject project. The Department has also reviewed and annotated the enclosed Man-hour/Fee Summary, which is based on the man-hours negotiated for the tasks to be performed by AI, and the Summary of Estimated Direct Expenses. In an e-mail dated July 8, 2018 (copy enclosed), the Town indicated their concurrence with the Scope of Services and the associated fees and costs. Both the Scope of Services and the fees and costs outlined below are hereby approved.

<u>Approved Items</u>	<u>Approved Fees/Costs</u>
1. Survey	\$ 20,500
2. Preliminary Engineering	\$ 114,600
3. Public Information Meeting	\$ 6,200
4. Regulatory Approvals	\$ 17,700
5. Final Design	\$ 183,600
6. Bidding Phase Services	\$ 5,500
Direct Costs (<i>allowance</i>)	\$ 31,100
	<hr/>
Subtotal:	\$ 379,200
Extra Work (<i>allowance</i>)	\$ 38,000
Review of Shop Plans and Construction Drawings	\$ 8,800
Design Services During Construction (<i>allowance</i>)	\$ - 0 -
	<hr/>
Maximum Fee:	\$ 426,000

A goal for Disadvantaged Business Enterprise (DBE) participation of 11 percent of the total "contract value" has been established for the Engineering Design Phase.

AI has identified the following tasks with the approximate percentages that may be utilized as DBE opportunities:

Survey	5%
Geotechnical Services	4.5%
Ecological Services	0.5%
Wetland Delineation	0.5%
Hazardous Material Screening	<u>0.5%</u>
Total:	11%

Only work actually performed by and/or services provided by the DBE's which are certified for such work and/or services, can be counted toward the DBE goal.

As a reminder, all direct costs must be allocable to this project and must be substantiated by receipts. Additionally, all extra work and consultation during construction must be authorized by the Town and approved by the Department prior to proceeding with these items.

In the future, the Department will forward to you for the Town's execution, a State/Town Design Agreement to fund this engineering work. Subsequently, a Department-approved Engineering Services Agreement between the Town and AI will be forwarded to you for execution by both parties. The Town/Consultant Engineering Services Agreement will incorporate the approved Scope of Services and the fees and costs listed herein.

If you have any questions regarding this matter, please contact Mr. Marc Byrnes at (860) 594 3489 or Mr. Andy Shepard of Close, Jensen and Miller, P.C. at (860) 563-9375.

Very truly yours,



Theodore H. Nezames,
P.E.
2018.07.26
16:19:13-04'00'

Theodore H. Nezames, P.E.
Manager of Bridges
Bureau of Engineering and Construction

Enclosures

cc: Mr. Keith Wilberg, Town Engineer, Town of Westport
Mr. Joseph Cancelliere, P.E., AI Engineers