



Jon Kaplan, P.E.
Bicycle and Pedestrian Program Manager
State of Vermont
Municipal Assistance Bureau
Barre City Place, 219 North Main St.
Barre, VT 05641
www.vtrans.vermont.gov

jon.kaplan@vermont.gov

Agency of Transportation

[phone] 802-498-4742
[ttd] 800-253-0191

November 16, 2020

Valerie Capels
Town of Bristol
P.O. Box 249, 1 South Street
Bristol, VT 05443

RE: Munsill Avenue Sidewalk Scoping Study

Valerie Capels:

Congratulations on your project's successful application for funding to the 2020 VTrans Bicycle & Pedestrian Program. Your project was approved for \$31,680 in Federal funds. Your project was selected from among twenty-eight applications statewide with funding requests totaling \$9.5 million in federal funds.

In accordance with the requirements of the program your award is capped at the amount of the award, so it will be important for the Municipality to monitor the project budget closely. Funding will be available once a grant agreement with the Agency of Transportation (VTrans) is executed. Therefore, reimbursable work cannot begin until the grant agreement is executed. We expect that you will move the project forward expeditiously and have outlined some of those expectations on the enclosed Project Commitment Form. Please review the form, sign it and return it to me as soon as possible. Once the form is received, we will begin working on your grant agreement.

As you know, this is a reimbursement program and not a direct grant. The Town will be responsible for 20% of the total project costs. The offering of this award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.

In the coming weeks, an Agency project manager and project supervisor will be assigned to your project and an initial project meeting will be scheduled. At this meeting you will discuss the project development process, typical project schedule and next steps.

If you have any questions do not hesitate to contact me at 802-498-4742. We look forward to working with you and your community towards successful implementation of your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Kaplan".

Jon Kaplan, P.E.
Bicycle and Pedestrian Program Manager
Local Projects Section, Municipal Assistance Bureau

cc: Addison Co. RPC
Amy Bell, VTrans Planning Coordinator
Project File

**Vermont Agency of Transportation
Municipal Assistance Bureau
Grant Recipient
Project Commitments Form (PCF) – Scoping Projects**

Grant recipient (Grantee): Town of Bristol

Project Name: Munsill Avenue Sidewalk Scoping Study

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: Valerie Capels, Town Administrator

By signing at the bottom of this document, the Grantee agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for engineering services must be advertised within one month of the selection of the Local Project Manager (LPM).
4. The grantee shall obtain a detailed proposed schedule from the engineering consultant, which indicates the time duration for key steps which advance the project within 1 month of the engineering contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.



Authorized municipal official (Name and Signature)

11/17/2020

Date