

# GREEN MOUNTAIN ENGINEERING, INC.

1438 South Brownell Road  
Williston, VT 05495  
(802) 862-5590 (Fax) 862-7598

February 23, 2021

Ms. Valerie Capels  
Town of Bristol, VT  
PO Box 249  
Bristol, VT 05443

RE: Annual Inspection (Permit ID# 9-0208-1)  
GME Project No. 5-003

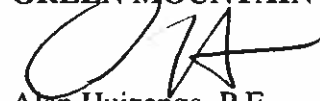
Dear Valerie,

Enclosed, please find an Agreement for Engineering Services, for inspection of your wastewater system, for your review. If you find it acceptable, please sign both copies and forward one to us in the enclosed, addressed envelope.

If you have any questions, or wish to discuss anything, please do not hesitate to call me. Thank you for the continued opportunity to provide engineering services.

Sincerely,

**GREEN MOUNTAIN ENGINEERING, INC.**



Alan Huizenga, P.E.  
President

enc.

# GREEN MOUNTAIN ENGINEERING, INC.

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P.O. Box 159  
Williston, VT 05495  
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## SHORT-FORM AGREEMENT FOR PROFESSIONAL SERVICES

Date: February 23, 2021 Project No.: 5-003  
Client: Town of Bristol Authorized Representative:  
Address: P.O. Box 249 Ms. Valerie Capels, Town Administrator  
Bristol, VT 05443  
Telephone: (802) 453-2410 Fax: (802) 453-5188  
E-Mail: \_\_\_\_\_  
Project Name and Location: Bristol Wastewater System Annual Inspection


Description of services to be provided:  
Perform annual inspection as described in the Indirect Discharge Permit #ID-9-0208-1.  
Annual inspection to take place in April 2021. Prepare a letter report of inspection findings  
with conclusions and recommendations. Draft will be submitted to the Town, or the  
WWTF Operator, for review prior to submission to the State. Final Report to be  
submitted to the Wastewater Management Division by July 2021 for review and approval.

Professional Fee: \$1,250.00 or Basis of Compensation: Lump Sum

Retainer (payable upon execution of this Agreement) \$ 0.00

Special Conditions: None

**The Terms and Conditions on the next page, when initialed by both parties, are incorporated and made of part of this Agreement.**

Offered by:   
\_\_\_\_\_  
Signature

Alan Huizenga, P.E., President  
Printed Name / Title

Accepted by:  
\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name / Title

Executed in Duplicate

\_\_\_\_\_  
Name of Municipality

## Terms and Conditions

**PERFORMANCE OF SERVICES:** The CONSULTANT shall perform the Services as outlined on Page 1 in consideration of the stated fee and payment terms. The Services shall not be changed without the written agreement of both the CONSULTANT and the CLIENT, except for changes to the Services as may be permitted, authorized, or contemplated by the AGREEMENT.

**CLIENT'S AUTHORIZED REPRESENTATIVE:** The CLIENT shall designate, by signing, that he/she will act as CLIENT'S authorized representative regarding the services to be rendered under this AGREEMENT. He/she shall have authority to transmit instructions, receive information, interpret and define CLIENT'S policies and decisions regarding services for the Project.

**TERMINATION, SUSPENSION OR ABANDONMENT:** This AGREEMENT may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination. CONSULTANT shall be compensated in full for services performed and expenses incurred prior to the date of termination, suspension, or abandonment.

**OWNERSHIP OF DOCUMENTS:** Plans, specifications, designs and reports prepared under this AGREEMENT by the CONSULTANT as instruments of service, are and shall remain the CONSULTANT's property, whether the project for which they are made is executed or not. The CLIENT shall be permitted to retain copies, including reproducible copies of plans, specifications, designs and reports, in connection with the use and occupancy of the specific project. The plans, specifications, designs and reports shall not be used by the CLIENT on other projects, for additions to this project, or for completion of this project by others except by agreement in writing and, provided the CONSULTANT is not in default under this AGREEMENT, without appropriate compensation to the CONSULTANT.

**SCOPE OF OPINIONS:** Unless otherwise specifically stated, any information, documents, records, data, interpretations, or opinions given to the CLIENT by the CONSULTANT in the course of the CONSULTANT's performance of the Services shall be for the CLIENT's sole use and benefit and only in connection with the specific project for which the CONSULTANT was engaged by the CLIENT, and the same is not intended to be used or relied upon by the CLIENT for any other purpose nor is it intended to benefit or be relied upon by any third party. Any such unintended use or reliance by the CLIENT or by a third party shall be at the CLIENT's or said third party's own risk. Further, any interpretation or opinion given by the CONSULTANT to the CLIENT shall be limited to the specific laws and/or regulations addressed in the AGREEMENT as the same may be further qualified by the interpretations or opinion in question.

**RETAINER / BILLING / PAYMENT:** The CLIENT agrees to pay the CONSULTANT for all services performed and all costs incurred. Prior to the provision of services, the CLIENT shall deposit a retainer of \$ 0 with the CONSULTANT. The CLIENT shall pay the CONSULTANT for services performed, in U.S. funds drawn upon U.S. banks within thirty (30) calendar days of invoice date. If the CLIENT objects to all or any portion of an invoice, the CLIENT shall so notify the CONSULTANT within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute. Any invoices not objected to within such fourteen day period shall be deemed accepted by CLIENT.

The CLIENT shall pay an additional charge of one percent (1%) (or the maximum percentage allowed by law, whichever is lower), of the invoiced amount per month for any payment received by the CONSULTANT more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute and resolved in favor of CLIENT. Payment thereafter shall first be applied to accrued interest and then to the principal unpaid amount. Payment of invoices is in no case subject to unilateral discounting or setoffs by the CLIENT.

Application of the percentage rate indicated above as a consequence of the CLIENT's late payments does not constitute any willingness on the CONSULTANT's part to finance the CLIENT's operation, and no such willingness should be inferred. If the CLIENT fails to pay undisputed invoiced amounts within sixty (60) calendar days of the date of the invoice, the CONSULTANT may at any time, without waiving any other claim against the CLIENT and without thereby incurring any liability to the CLIENT, suspend or terminate this AGREEMENT (as provided for herein). In no event shall CONSULTANT be responsible for any liability or damage incurred by CLIENT or OWNER relating to CONSULTANT's suspension or termination of this AGREEMENT pursuant to these Terms and Conditions.

**INDEMNIFICATION:** The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold the CONSULTANT harmless from any damage, liability, or cost (including reasonable attorneys' fees and cost of defense) to the extent caused by the CLIENT's negligent acts, errors, or omissions and those of its contractors, sub-contractors, or consultants or anyone for whom the CLIENT is legally liable, and arising from the project that is the subject of this AGREEMENT. Neither party is obligated to indemnify the other party in any manner whatsoever for that party's negligence.

**DAMAGES:** The CLIENT agrees that CONSULTANT's sole liability for any breach of its warranty (as provided for herein), or as the result of any cause or causes of action in any way related to the Services and arising in contract, tort, strict liability, or otherwise, shall, in the aggregate, be limited to the obligation to pay the CLIENT an amount equal to the greater of: \$50,000, or the total amount theretofore paid by the CLIENT to CONSULTANT for the Services.

**STANDARD OF CARE:** The CONSULTANT shall exercise usual and customary professional efforts in performance of its services under this AGREEMENT and in complying with codes, regulations, and laws in effect as of the date of execution of this agreement.

**COURT COSTS:** In the event that CLIENT fails to fulfill its obligations hereunder CLIENT shall reimburse CONSULTANT for all its costs, including reasonable attorney fees, court costs, and interest associated with the enforcement of this AGREEMENT.

**WARRANTY:** The CONSULTANT warrants to the CLIENT that the CONSULTANT will exercise reasonable care, skill, competence, and judgment consistent with professional standards in performing the Services. In consideration of CONSULTANT's extension of this warranty to the CLIENT, the CLIENT agrees that THIS WARRANTY SHALL BE EXCLUSIVE OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED.

**ADDITIONAL SERVICES FOR PERMIT ACQUISITION:** By following acceptable design standards, and normal and customary standards of the CONSULTANT, we do not imply that the engineered product will meet all permit and Board approvals. It is understood by the CLIENT that at times additional efforts may need to be expended in order to obtain approvals even when all reasonable and customary procedures are followed during the engineering process and that CLIENT'S obligation to pay invoices is in no way related to obtaining permits or approvals.

**COOPERATION:** The CLIENT agrees to cooperate fully with the CONSULTANT and its agents, representatives, and employees in the performance of the Services and to take any and all such actions as may reasonably be requested by the CONSULTANT in connection therewith.

**INDEPENDENT CONTRACTOR STATUS:** The CONSULTANT and CLIENT agree that the CONSULTANT is an independent contractor and not a partner, employee, or agent of the CLIENT for any purpose.

**BINDING EFFECT:** This AGREEMENT shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, personal and legal representatives, successors, and assigns; provided, that neither of the parties hereto shall be entitled to assign any of said party's rights under this AGREEMENT without prior written consent of the other party hereto.

Initialed: AIT (CONSULTANT) \_\_\_\_\_ (CLIENT)

**GREEN MOUNTAIN ENGINEERING, INC.**

**STANDARD RATE SHEET**

February 21, 2020

PERSONNEL

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Principal	\$130.00/hour
Project Manager	\$115.00/hour
Project Engineer	\$ 90.00/hour
Engineering Technician	\$ 80.00/hour
Administrative Assistant	\$ 60.00/hour
Survey Crew (2)	\$150.00/hour
GPS Survey Equipment Rental	\$100.00/day

REIMBURSABLE EXPENSES

The items below will be billed at cost:

Travel, Auto	@ \$0.56/mile
Lodging, Meals	@ Cost
Shipping, Postage, Messenger	@ Cost
Long Distance Telephone	@ Cost
Reproduction-Drawings, Reports, Specs	@ Cost
Other Direct Costs	@ Cost

SUBCONSULTANTS

Subconsultants shall be billed at cost plus 8% for administrative expenses.