

Bristol Town Administrator

From: Brown, Thomas <Thomas.Brown@vermont.gov>
Sent: Wednesday, April 5, 2023 6:18 AM
To: Bristol Town Administrator
Cc: 'Jill Marsano'; Steve Palmer
Subject: RE: Step I loan to update Bristol wastewater system PER

Follow Up Flag: Follow up
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Hi Valerie,

I'm doing well, thank you. I hope you are doing well, too.

We can fund your planning and design anytime. Being on our priority list is only required for construction funding. I do have loan forgiveness for planning still available at this time, 50% up to \$100,000 per year. We will be continuing this subsidy next year as well. A good way forward would be to apply for a loan to complete to Step I (update/finish the PER and complete environmental) by 7/1/23 and then complete design using next year's funding and subsidy. Then figure out funding for construction funding for the following year. In December of this year we will be accepting priority list applications for the next funding cycle (FFY2024) construction funds available 7/1/24-6/30/25). As a reminder, being on our priority list does not mean that you have to use our funding, just keeps us as a funding option. You should see what USDA-RD can offer for a construction funding. We meet with them quarterly and coordinate construction funding between our two programs, so we will advise when the time comes.

Now, to move forward with our funding we need make sure that the Qualifications Based Selection (QBS or RFQ) process is followed for procuring your engineer. If you completed that process then you have a choice:

1. Document QBS process that was followed so we can approve it, and if approved, proceed with negotiations with your #2 ranked firm; or
2. Complete a new RFQ process.

For documenting the QBS process that was followed, or to complete a new QBS process requirement, we have put together [FAQs](#), [a Guidance Document](#), and a [template advertisement](#). I would be happy to review the RFQ advertisement before you post it, if you would like. Once the process has been completed and you have selected your engineer the following 3 items must be submitted for our files:

1. A copy of the advertisement that was posted or direct solicited
2. The details of the posting (where it was posted and for how long it was posted at each location) and any direct solicitation.
3. A completed [RFQ Certification Form](#).

The next step is for your engineer to develop a draft engineering services agreement (ESA) and submit it to our program for review and approval. Once approved, you will be prompted to execute the agreement and submit a completed [funding application](#) along with the executed agreement.

Please let me know if I can assist in anyway. We look forward to working with you to fund your project.

Sincerely,

Tom



Tom Brown | CWSRF Project Developer

Vermont Agency of Natural Resources | Department of Environmental Conservation

Water Investment Division, Water Infrastructure Finance Program

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[Vermont Water Infrastructure Financing Programs Website](#)

The Agency of Natural Resources supports telework, and there are times when I may be working from another office location. I am available to connect by phone and email. I am also available to connect in-person upon request.

VT SRF application submission is now online! Visit <https://anronline.vermont.gov> to get started.

From: Bristol Town Administrator <townadmin@bristolvt.org>

Sent: Tuesday, April 4, 2023 2:03 PM

To: Brown, Thomas <Thomas.Brown@vermont.gov>

Cc: 'Jill Marsano' <jill@vtums.com>; Steve Palmer <spalmer@vtengineering.com>

Subject: Step I loan to update Bristol wastewater system PER

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Hi Tom,

I hope you have been well. You may recall that Green Mountain Engineering completed a draft preliminary engineering report in January 2018 evaluating pre-treatment options for Bristol's municipal wastewater (septic) system. We realize we missed the deadline to apply to be on this year's CWSRF priority list to have a new or updated PER completed. In an effort to catch up and be ready for next year, or a potential amendment to the IUP, what are your thoughts if we go ahead and issue an RFQ for statements of qualifications and go through the process of honing in on a cost proposal prior to submission of an application? Or maybe you have another suggestion?

Thanks,

--Valerie

Valerie Capels, Town Administrator

Town of Bristol

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