

Bristol West - Step 3 ESA Amendment

From: **Steve Palmer** | spalmer@vtengineering.com

Thursday, Dec 18 at
6:06 PM

To: **townadmin@bristolvt.org** | townadmin@bristolvt.org, **Ian Albinson** | ialbinson.sb.bristolvt@gmail.com

Please see attached **Draft Step 3 Engineering Services Agreement (ESA) Amendment**. I refer to this as “Amendment #2” to the original ESA.

The original ESA was signed back in 2023 when we started the design/permitting work for the Bristol West project. As we move from design/permitting into the bid and construction phase, we need an amendment to that original agreement to cover the new scope of work and costs. The Amendment uses the language and conditions in the original ESA but modifies the scope, costs and timeline to cover the bid/construction phase. The Water Investment Division is also reviewing this draft (and has been for the past 4 months). I do not expect substantive comments from them on this. The only outstanding issue seems to be VTUMS time and whether the State wants me to keep their \$80K under my contract or have the Town contract directly with VTUMS. I’m fine either way.

I would expect that the Water Commission might ask if Greg or Ian has reviewed the Amendment and has concerns/suggestions for any of the language? Historically Valerie would take 20 minutes and skim through it so if asked she would be able to say she’s read it. My guess is Michelle will likely ask. Someone should honestly be reading through it from your side regardless as you are entering into a contract. I normally act on your behalf but in this instance there is an obvious conflict of interest. We’ve taken the base EJCDC document and customized the scope of work, timeline and costs specific to your project. This is the standard language the State requires us to utilize.

I’m including the original Engineering Services Agreement as well. I’m guessing you have it, but it might take some time to dig out. This is easier.

I am not planning on covering the text of this document on Monday as I’ll lose everyone. I’ll likely focus on the costs which I think they will want to spend their time.

Review and approval of Amendment #2 should be on the Water Commission agenda for Monday night. I believe we should be asking the Commission for a motion to approve Amendment #2 (subject to any comments) and provide Greg approval to execute it on the Town’s behalf.

I should probably update them on the schedule leading into this discussion. One thing I forgot to ask you three today was if the Town has certain events planned for 2026 or 2027 that would impact construction? For instance, you might say that from July 3 - 5th we don’t want construction on West Street, School Street or Park Street to make room for the 4th of July parade. Likely other events as well. I need to inform the bidders of any of these types of limitations prior to the Pre-bid meeting on 1/15/26 or they will likely hit us with Change Orders if we kick

them out of an area in the middle of construction.

Let me know if you have any questions.

Have a great weekend!! Thank you.

Steve

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