

Chuck Hodgkinson

From: Bowie, Patricia (ENV) <patricia.bowie@state.ma.us>
Sent: Friday, December 19, 2014 2:20 PM
To: Chuck Hodgkinson
Cc: McKenna, Stephen (ENV)
Subject: RE: Chilmark Scopes of Work
Attachments: FY15_Green_Infrastructure_Scope_Chilmark_final.docx; FY14_Green_Infrastructure_Chilmark_final.docx

Hi Chuck,

Attached are the two scopes with my recommended changes. These scopes outline all future work that EEA will be able to reimburse. Here's what I did:

- In the new FY15 grant for \$280,000, I modified Task 2 (originally Surveying, Engineering, and Permitting) to do only the permitting work for \$15,000. The deliverable date for this task is now May 31, 2015 and invoice date of June 30, 2015. This means that you will be able to request reimbursement for permitting in FY2015 in case you are moving ahead of schedule. If not, that's ok, and we'll just move the \$15,000 into the FY16 budget. Again, it doesn't affect your grant award, I just want to make sure that the funds are set aside in case you complete this work early.

- Surveying of the parking area, beach, and skiff launch and development of engineering plans for construction is now funded through the FY14 grant for \$20,000. This work needs to get done before you obtain permits, so that is why it is moved to your "first" grant with the June 30, 2015 deadline.

So, essentially, I just broke up with work for Surveying, Engineering, and Permitting between the two grants. I felt that was a lot to do all for \$15,000 as originally proposed, so breaking the work up will give you a little extra flexibility.

Does this make sense? I will need your approval on these changes and then we can get the contracts signed!

Thanks so much for your patience and cooperation with CZM. Please let me know if you have any questions.

Sincerely,
Tricia

-----Original Message-----

From: McKenna, Steve (EEA)
Sent: Thursday, December 18, 2014 12:16 PM
To: Chuck Hodgkinson; Bowie, Patricia (EEA)
Subject: RE: Chilmark Scopes of Work

Great news Chuck-
Good luck with the public forum, and let us know how it goes.

Have a great holiday!

Steve

Stephen McKenna
Cape & Islands Regional Coordinator

Scope of Services
CZM Green Infrastructure for Coastal Resilience Pilot Grants Program
Town of Chilmark
October 28, 2014
REVISED December 9, 2014

Contractor

Chuck Hodgkinson
 Conservation Commission
 401 Middle Road, P.O. Box 119, Chilmark, MA
 508-645-2114
 chodgkinson@chilmarkma.gov

Project Title

Squibnocket Town Beach Expansion, Restoration

Summary

The Town of Chilmark’s Squibnocket Beach is currently only accessible at low-tide due to aggressive erosion and rising sea level. This project will include surveying of the parking area, beach, and skiff launch and develop engineering plans for construction. Permitting and construction will be funded through the town’s FY15 Green Infrastructure for Coastal Resilience grant. The project will provide an opportunity for the Squibnocket Farm Homeowner’s Association to plan to construct a safe and reliable way to access their homes.

Scope

As described in the application to the Green Infrastructure for Coastal Resilience Pilot Grants Program, the following tasks will be performed under this contract:

Task	Description	Deliverable	Deliverable Due Date
1 Prepare final scope of work and contract	Finalize scope of work and sign contract. Receive copy of signed contract from EEA.	Final scope of work and signed contract	January 31, 2015
2 Prepare RFR for consultant services	Prepare RFR for consultant services to review the current plan and other alternatives for the parking lot location and assess wildlife habitat and vegetation.	Consultant RFR, bid documents	January 31, 2015
3 Select consultant and award contract	Review and evaluate consultant proposals, interview candidates, and award consultant contract.	Consultant contract	January 31, 2015
4 Evaluate plans and alternatives for parking lot location	Evaluate plans and alternatives for parking lot location.	Voter approval of the recommended plan	February 28, 2015
5 Surveying	Survey parking area, beach, skiff launch.	Technical memo	February 9,

		summarizing field techniques and surveying results, including elevations and maps.	2015
6 Engineering	Prepare engineering plans for construction.	Draft and final engineering designs	June 30, 2015

Budget and Schedule

	Deliverable	Deliverable Due Date	Grant	Match	Total	Invoice Due Date
1	Final scope of work and signed contract	January 31, 2015				
2	Consultant RFR, bid documents	January 31, 2015	\$0	\$0	\$0	NA
3	Consultant contract	January 31, 2015				
4	Voter approval of the recommended plan	February 28, 2015	\$0	\$0	\$0	NA
5	Technical memo summarizing field techniques and surveying results, including elevations and maps.	February 9, 2015	\$20,000	\$6,670	\$26,670	July 31, 2015
6	Draft and final engineering designs	June 30, 2015				
TOTAL			\$20,000	\$6,670	\$26,670	

Reimbursement

To receive grant funding, the applicant must have agreed to the fiscal requirements of the program by providing a statement from the authorized signatory of the organization acknowledging and accepting the following:

- Matching funds, in cash or in-kind, must total at least 25% of the total project cost.
- Funding is provided on a reimbursement basis only upon receipt of a reimbursement package as described below. Advanced payments shall not be made. No payments will be made for Massachusetts sales tax.
- Work done prior to the project start date (the date issued and signed by the Commonwealth's Department Authorized Signatory) shall NOT be reimbursed.
- Invoices for work conducted prior to **June 30, 2014** must be received by no later than **July 31, 2014**.
- No funds will be granted for work performed after **June 30, 2015**. Requests for reimbursement will NOT be accepted after **July 31, 2015**.

The contractor must submit a reimbursement package containing the following items:

1. An **original** letter from the contractor with the contractor's authorized signatory requesting reimbursement.
2. All invoices requesting payment, including those from subcontractors. Invoices must itemize costs consistent with the agreed upon scope of work. Invoices must demonstrate sufficient information for CZM to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the project. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rate, etc.

Reimbursement packages should be submitted according to the above schedule, and reflect work performed according to the schedule of deliverables included in the project budget. Reimbursement is generally made within 45 days subsequent to approval of a reimbursement package.

CZM will retain a minimum of ten percent (10%) of the total maximum obligation of funds until all contract provisions are satisfied and final reports and other products are delivered and accepted.

Scope of Services
CZM Green Infrastructure for Coastal Resilience Grant Program
Town of Chilmark
December 9, 2014

Contractor

Chuck Hodgkinson
Town Administration
401 Middle Road, P.O. Box 119, Chilmark, MA 02535
(508) 645-2114
chodgkinson@chilmarkma.gov

Project Title

Squibnocket Town Beach Expansion and Restoration

Summary

The Town of Chilmark will continue work to expand and restore Squibnocket Town Beach and relocate the beach parking area to a location that is naturally protected from erosion. The requested funding will be used to advance the planning, permitting, restoration, and construction needs. The Town is using its current FY14 Green Infrastructure grant to survey the parking area, beach, and skiff launch and prepare engineering plans for construction. The project will additionally provide an opportunity to construct an elevated roadway for enhanced public access and protection of a coastal road.

Scope

As described in the application to the Green Infrastructure for Coastal Resilience Grant Program, the following tasks will be performed under this contract:

Task	Description	Deliverable	Deliverable Due Date
1 Approve beach legal expenses and lease payment	Obtain voter approval for additional Town funding needed for the project, including Community Preservation Act fund appropriations of \$350,000 for possible parking area land acquisition and \$410,000 for additional beach lease.	Beach and parking lease	October 30, 2015
2 Permitting	Conduct pre-application meetings with relevant agencies when design plans are 30% complete. Prepare permit applications, advertise as necessary and file associated fees. Obtain permits for construction.	Permits	May 31, 2015
3 Construction of new parking area and site amenities	Clear and construct new beach parking, stabilize surface, install parking amenities, create walking path to beach, construct seasonal walkway, create skiff launch path, and plant parking area screening.	New beach parking area and amenities	June 30, 2016
4 Remove current parking surface,	Remove and restore current parking area, including disposal of existing surface, creating	Removal of existing	June 30, 2016

restore area and habitat	new turnaround, grading new lot, delivery and spread of topsoil, and landscaping.	parking area, habitat restoration	
5 Revetment removal, beach restoration	Return the current beach to its natural state by removing the 210' rock revetment and renourish the beach with sand and native vegetation.	Removal of existing revetment, renourish beach	June 30, 2016

Budget and Schedule

Deliverable	Deliverable Due Date	Grant	Match	Total	Invoice Due Date
1 Beach and parking lease	October 30, 2015	\$0	\$410,000 to \$760,000 (CPA Open Space Fund)	\$410,000 to \$760,000	November 30, 2015
2 Survey and design plans, permits	May 31, 2015	\$15,000	\$0	\$15,000	June 30, 2015
3 New beach parking area and amenities	June 30, 2016	\$100,000	\$0	\$100,000	June 30, 2016
4 Removal of existing parking area, habitat restoration	June 30, 2016	\$100,000	\$0	\$100,000	June 30, 2016
5 Removal of existing revetment, renourish beach	June 30, 2016	\$65,000	\$0	\$65,000	June 30, 2016
TOTAL		\$280,000	\$410,000 to \$760,000	\$690,000 to \$1,170,000	

Reimbursement

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