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**Invitation to Bid**  
**Construction Services - Road Improvements**  
**Winooski Natural Resources Conservation District**

**Project Title:** Enos and Partridge Hill Road Improvements, Hinesburg, Vermont

**Contact Information:** Daniel Koenemann, Winooski Natural Resources Conservation District (WNRCD), District Manager, [Daniel@WinooskiNRCD.org](mailto:Daniel@WinooskiNRCD.org) | (802) 828 4493

**Project Schedule:**

June 15, 2026	RFP released
June 29, 2026	Mandatory On-Site Pre-Bid Meeting at 9 AM Meet at fork in Partridge Hill and Red Pine Roads
June 30, 2026	Deadline for Questions
July 17, 2026, 11:59 PM	Receive proposals from Construction Contractor (DUE DATE)
July 24, 2026	Award Notification
July 2026	Kick-Off Meeting

**Summary**

We are seeking an excavation contractor to construct gravel road and road shoulder improvements for three nearby private gravel roads in Hinesburg. Work tasks generally include installation of vegetated swales, rock-lined swales, drainage culverts, turnouts, sediment traps, and road and shoulder grading/crowning.

**Project Background**

The Lake Iroquois Lake Watershed Action Plan, completed in 2024, provides a comprehensive assessment of the Lake Iroquois and adjacent Patrick Brook watersheds. The study evaluated water quality, hydrology, and existing infrastructure throughout the watershed and identified a series of stormwater mitigation projects aimed at improving flood resiliency, reducing nutrient loading and protecting aquatic habitat. Two highly ranked projects included improvements to stormwater infrastructure along Enos Road and the Partridge Hill Road system, including Red Pine Road, all located in the Town of Hinesburg, Chittenden County, Vermont.

These project areas lie within a forested, low-density residential portion of the Patrick Brook watershed, which drains into Lake Champlain via the LaPlatte River. Stormwater runoff from the neighborhoods flows into Patrick Brook after first passing through an approximately 8,000 m<sup>2</sup> wetland. The roads themselves are privately owned and unpaved, with a mix of gravel and dirt surfaces.

Enos Road is approximately 600 meters in length and does not run adjacent to any perennial stream. Its drainage area is primarily forested, with the only developed areas being residential

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lots and a narrow utility corridor. Partridge Hill Road runs parallel to a tributary of Patrick Brook for roughly 400 meters, with the stream eventually passing under the road and into the downstream wetland. Red Pine Road, a spur off Partridge Hill, shares similar characteristics in land use and hydrologic connectivity. It is 500 m long and also does not run adjacent to a perennial stream.

Given the existing conditions and land use, the proposed project will focus on implementing green stormwater infrastructure (GSI) practices appropriate for rural, forested roadways. These practices include the installation of vegetated swales, upsized culverts to restore and improve hydrologic flow, and sediment traps to reduce erosion and sedimentation downstream. All proposed improvements are consistent with the rural character of the area and are designed to work in harmony with the existing landscape and drainage patterns.

### **Scope of Services Requested**

#### Scope of Work

- The construction contractor will be responsible for sourcing and purchasing all materials and supplies, and providing all labor necessary to implement the final designs for road improvements:  
(<https://www.winooskinrcd.org/enos-and-partridge-hill-road-improvements>).
- The construction contractor will operate under the supervision of the engineers who completed the designs.
- The contractor will ensure that roads within the project extent will have proper crowning and removal of any grader berm or ruts at the shoulder at the end of construction, even where not explicitly noted on the plans.
- Construction spans three separate private gravel roads
- The contractor will be responsible for jobsite cleanup, restoration of all disturbed surfaces, and seeding and mulching at the end of construction.
- An onsite fill site has been noted on the plans in case the excess material from the scope of work needs to stay on-site. The fill site will need to be smoothed, seeded with Vermont Conservation seed mix, and mulched with 2 inches of straw mulch.

#### Phase 1: Enos Road (Location: 44.346036336580035, -73.090639588755)

- Reshaping of existing swales
- Stone lining of existing swales
- Constructing a turn-out
- Replacement and installation of culverts
- See plans for full scope of work  
(<https://www.winooskinrcd.org/enos-and-partridge-hill-road-improvements>)
- Deliverables: Completion of all elements of the engineering designs (culverts, swales, etc.) and confirmation by engineers/WNRCD that these elements have been constructed properly.

#### Phase 2: Red Pine Road (Location: 44.34300656302994, -73.09772853924932)

- Reshaping of existing swales
- Stone lining of existing swales
- Installing sediment traps
- Installing sediment basins and check dams
- Replacement, cleanout, end improvements, and installation of culverts
- See plans for full scope of work  
(<https://www.winooskinrcd.org/enos-and-partridge-hill-road-improvements>)
- Deliverables: Completion of all elements of the engineering designs (culverts, swales, etc.) and confirmation by engineers/WNRCD that these elements have been constructed properly.

Phase 3: Partridge Hill Road (44.343730643830796, -73.10354800901406)

- Reshaping of existing swales
- Stone lining of existing swales and check dams
- Constructing a turn-out
- Installing sediment traps
- Replacement, end improvements, and installation of culverts
- Berm removals
- Reshape the swale and reinstall the sediment trap
- See plans for full scope of work  
(<https://www.winooskinrcd.org/enos-and-partridge-hill-road-improvements>)
- Deliverables: Completion of all elements of the engineering designs (culverts, swales, etc.) and confirmation by engineers/WNRCD that these elements have been constructed properly. Post-implementation site photos of completed work.

Proposed Construction Schedule

Winooski NRCD suggests the following timeline:

Description of Activities	Summary of task goal/Objective	Timeline
Pre-Construction Meeting and Mobilization	Review plans with engineers and stage for construction	July 2026
Road Improvements	Accomplish the implementation of the construction designs on Enos, Partridge Hill, and Red Pine Roads	July 2026 - October 2026
Construction Close-Out	De-mobilize and restore staging areas	October 2026

Permits

It has been determined that no permits are necessary for this work. Winooski NRCD has cleared this project with US Army Corps of Engineers, Vermont State Historic Preservation Office, US Fish and Wildlife Service, and Vermont Wetlands. The road associations have also approved



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617 Comstock Road, Suite 1, Berlin, VT 05602

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the work. If haul or overweight permits are required, the Contractor is responsible for obtaining such permits.

### **Proposal Submission Guidelines**

All proposals must be submitted on the attached bid sheet (Attachment D. Bid Sheet).

Please email proposal submissions to the contact listed above ([daniel@winooskinrcd.org](mailto:daniel@winooskinrcd.org)) by the due date and time. Paper copies will not be considered. Proposals will be accepted up until the due date as listed above. Please submit all questions to the contact listed above. Proposals should note and explain/justify all confidential or proprietary items in their responses.

### **Project Budget**

Winooski NRCD is funding this work through a grant awarded by the Lake Champlain Basin Program. Grant payments are made upon task completion. Payments from LCBP to Winooski NRCD are at the completion of each phase. All payments will be made after satisfactory completion of each deliverable as outlined in an agreement between the Winooski NRCD and the selected entity. Note that contract payments are contingent upon review, approval and acceptance of contract deliverables by Winooski NRCD staff. Winooski NRCD has \$145,000 in funding to support this work.

### **Type of Contract**

Winooski NRCD anticipates that, if a contract is entered into as a result of this RFP, it will be a contract of "not-to-exceed amounts" for the tasks identified in the Scope of Services.

### **Site Visits**

The site visit is mandatory to attend to be eligible to bid. We will meet at the intersection of Red Pine and Partridge Hill Roads at 9 AM on June 29, 2026. Parking is available on the road. Private property should be respected. The contractor may visit on their own outside the organized pre-bid site meeting, but we ask that you please email [daniel@winooskinrcd.org](mailto:daniel@winooskinrcd.org) so that the road associations can be informed.

### **Contractor Provisions**

All contractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof which relate to, or in any manner affect the performance of this agreement. Those requirements are imposed upon the Winooski NRCD, as recipients of funds are thereby passed along to the contractor. All contractors must comply with all pertinent federal, state, and local laws and must carry adequate insurance coverage. Selected firm will be expected to meet state minimum standards for worker's comp, insurance and liability coverage and to comply with all Standard State Contracting Provisions (Attachments A and B). Firms will need to provide Winooski NRCD with a Certificate of Insurance and a W-9 prior to contract execution.



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**Project Partners and WNRCD**

Project partners include representatives from the road associations, Lake Champlain Basin Program and New England Interstate Water Pollution Control Commission (Funders), and the Lake Champlain Sea Grant.

Winooski NRCD is an equal opportunity employer. Review of proposals shall not discriminate on the basis of race, religion, national origin, color or sex. Thank you for your interest!

**Attachments**

- A. State Standard Provisions Attachment A
- B. Federal Provisions Attachment B
- C. Final Designs
- D. Bid Sheet



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**Attachment A. Standard Vermont State Provisions for Contracts and Grants**

**Revised December 7, 2023**

**1. Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee, or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

**2. Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect. Where an authorized individual is either required to click-through or otherwise accept, or made subject to, any electronic terms and conditions to use or access any product or service provided hereunder, such terms and conditions are not binding and shall have no force or effect. Further, any terms and conditions of Party’s invoice, acknowledgment, confirmation, or similar document, shall not apply, and any such terms and conditions on any such document are objected to without need of further notice or objection.

**3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont without resort to conflict of laws principles. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State regarding its performance under this Agreement. Party agrees that the State shall not be required

to submit to binding arbitration or waive its right to a jury trial.

**4. Sovereign Immunity:** The State reserves all immunities, defenses, rights, or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights, or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

**5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

**6. Independence:** The Party will act in an independent capacity and not as officers or employees of the State.

**7. Defense and Indemnity:**

**A.** The Party shall defend the State and its officers and employees against all third-party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim.



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The State shall have the right to approve all proposed settlements of such claims or suits.

**B.** After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

**C.** The Party shall indemnify the State and its officers and employees if the State, its officers, or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

**D.** Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

**8. Insurance:** During the term of this Agreement, Party, at its expense, shall maintain in full force and effect the insurance coverages set forth in the Vermont State Insurance Specification in effect at the time of incorporation of this Attachment C into this Agreement. The terms of the Vermont State Insurance Specification are hereby incorporated by reference into this Attachment C as if fully set forth herein. A copy of the Vermont State Insurance Specification is available at: <https://aoa.vermont.gov/Risk-Claims-COI>.

**9. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports, and other proofs of work.

**10. False Claims Act:** Any liability to the State under the Vermont False Claims Act (32 V.S.A. § 630 et seq.) shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

**11. Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority, or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

**12. Use and Protection of State Information:**

**A.** As between the State and Party, "State Data" includes all data received, obtained, or generated by the Party in connection with performance under this Agreement. Party acknowledges that certain State Data to which the Party may have access may contain information that is deemed confidential by the State, or which is otherwise confidential by law, rule, or practice, or otherwise exempt from disclosure under the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. ("Confidential State Data").

**B.** With respect to State Data, Party shall:

- i. take reasonable precautions for its protection;
- ii. not rent, sell, publish, share, or otherwise appropriate it; and
- iii. upon termination of this Agreement for any reason, Party shall dispose of or retain State Data if and to the extent required by this Agreement, law, or regulation, or

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- otherwise requested in writing by the State.
- C.** With respect to Confidential State Data, Party shall:
- i.** strictly maintain its confidentiality;
  - ii.** not collect, access, use, or disclose it except as necessary to provide services to the State under this Agreement;
  - iii.** provide at a minimum the same care to avoid disclosure or unauthorized use as it provides to protect its own similar confidential and proprietary information;
  - iv.** implement and maintain administrative, technical, and physical safeguards and controls to protect against any anticipated threats or hazards or unauthorized access or use;
  - v.** promptly notify the State of any request or demand by any court, governmental agency or other person asserting a demand or request for Confidential State Data so that the State may seek an appropriate protective order; and
  - vi.** upon termination of this Agreement for any reason, and except as necessary to comply with subsection B.iii above in this section, return or destroy all Confidential State Data remaining in its possession or control.
- D.** If Party is provided or accesses, creates, collects, processes, receives, stores, or transmits Confidential State Data in any electronic form or media, Party shall utilize:
- i.** industry-standard firewall protection;
  - ii.** multi-factor authentication controls;
  - iii.** encryption of electronic Confidential State Data while in transit and at rest;
  - iv.** measures to ensure that the State Data shall not be altered without the prior written consent of the State;
  - v.** measures to protect against destruction, loss, or damage of State Data due to potential environmental hazards, such as fire and water damage;
  - vi.** training to implement the information security measures; and
  - vii.** monitoring of the security of any portions of the Party's systems that are used in the provision of the services against intrusion.
- E.** No Confidential State Data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the United States, except with the express written permission of the State.
- F.** Party shall notify the State within twenty-four hours after becoming aware of any unauthorized destruction, loss, alteration, disclosure of, or access to, any State Data.
- G.** State of Vermont Cybersecurity Standard Update: Party confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with State of Vermont Cybersecurity Standard Update in effect at the time of incorporation of this Attachment C into this Agreement. The State of Vermont Cybersecurity Standard Update prohibits the use of certain branded products in State information systems or any vendor system, and a copy is available at: <https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>
- H.** In addition to the requirements of this Section 12, Party shall comply with any additional requirements regarding the protection of data that may be included in this Agreement or required by law or regulation.
- 13. Records Available for Audit:** The Party shall maintain all records pertaining to performance under this Agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the

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performance of this Agreement. Records produced or acquired in a machine-readable electronic format

shall be maintained in that format. The records described shall be made available at reasonable times during the period of this Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**14. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable, and shall include this provision in all subcontracts for work performed in Vermont. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

**15. Offset:** The State may offset any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any offset of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided in 32 V.S.A. § 3113.

**16. Taxes Due to the State:** Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

**17. Taxation of Purchases:** All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

**18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, Party is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order. Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**19. Sub-Agreements:** Party shall not assign, subcontract, or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor. In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), as amended by Section 17 of Act No. 142 (2010) and by Section 6 of Act No. 50 (2011). Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Confidentiality and Protection of State Information"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities");



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and Section 32.A (“Certification Regarding Use of State Funds”).

**20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel, and/or education programs) to any officer or employee of the State during the term of this Agreement.

**21. Regulation of Hydrofluorocarbons:** Party confirms that all products provided to or for the use of the State under this Agreement shall not contain hydrofluorocarbons, as prohibited under 10 V.S.A. § 586.

**22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party’s principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State’s debarment list at:

<https://bgs.vermont.gov/purchasing-contracting/debarment>.

**23. Conflict of Interest:** Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

**24. Vermont Public Records Act:** Party acknowledges and agrees that this Agreement, any and all information obtained by the State from the Party in connection with this Agreement, and any obligations of the State to maintain the confidentiality of information are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

**25. Force Majeure:** Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lockouts) (“Force Majeure”). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

**26. Marketing:** Party shall not use the State’s logo or otherwise refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

**27. Termination:**

**A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel this Agreement at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Agreement immediately, and the State shall have no obligation to pay Party from State revenues.

**B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party’s notice or such longer time as the non-breaching party may specify in the notice.

**C. Termination Assistance:** Upon nearing the end of the final term or termination of this

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Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

**28. Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

**29. No Implied Waiver of Remedies:** Either party's delay or failure to exercise any right, power, or remedy under this Agreement shall not impair any such right, power, or remedy, or be construed as a waiver of any such right, power, or remedy. All waivers must be in writing.

**30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to, and use of, State facilities, which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

**31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements:** If this Agreement is a grant that is funded in whole or in part by Federal funds:

**A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the Federal Audit Clearinghouse within nine months. If a single audit is not required, only the Subrecipient Annual Report is required. A Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

**B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

**C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

**32. Requirements Pertaining Only to State-Funded Grants:**

**A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,000, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

**B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form



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prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify; and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)



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## Attachment B. Federal Provisions

Some funding used by the CLIENT to reimburse the CONTRACTOR is derived from a Federal award. As a result, the CLIENT, all of the CLIENT's contractors (including CONTRACTOR), and all of the contractor's sub-contractors must abide by the following Federal provisions.

### Domestic Preferences for Procurement:

Policy: [2 CFR §200.322 - Domestic preferences for procurements](#)

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

### Debarment and Suspension:

(Executive Orders 12549 and 12689) [2 CFR Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

(H) A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

### Termination for Cause:

[2 CFR Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

### Recovered materials:

[2 CFR Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

(J) See [§ 200.323](#)

[2 CFR §200.323 Procurement of recovered materials](#)

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds



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\$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

***Affirmative Action:***

[2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms](#)

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.



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**Attachment C. Current 30% Designs**

Please visit the Winooski NRCDC website here

(<https://www.winooskinrcd.org/enos-and-partridge-hill-road-improvements>).



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**Attachment D. Bid Sheet**

**BID SHEET**

**Enos and Partridge Hill Road Improvements  
Hinesburg, Vermont**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Reference 1: \_\_\_\_\_

Reference 2: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated End Date: \_\_\_\_\_

Bid Item	Typical Tasks	Unit	Quantity	Item Cost (\$)
A. MOBILIZATION / SITE PREPARATION	Job site setup, temporary construction fencing, site access, erosion and sedimentation control measures and maintenance, construction signage, and construction staking and survey.	Lump Sum	1	
B. PHASE 1 - ENOS ROAD	Reshaping of existing swales, Stone lining of existing swales, Constructing a turn-out, Replacement and installation of culverts, Crowning and shoulder grading. See plans for full scope of work.	Lump Sum	1	
D. PHASE 2 - RED PINE ROAD	Reshaping of existing swales, Stone lining of existing swales, Installing of sediment traps, Installing sediment basin and check dams, Replacement, cleanup, end improvements, and installation of culverts, Crowning and shoulder grading. See plans for full scope of work.	Lump Sum	1	
E. PHASE 3 - PARTRIDGE HILL ROAD	Reshaping of existing swales, Stone lining of existing swales and check dams, Constructing a turn-out, Installing of sediment traps, Replacement, end improvements, and installation of culverts, Berm removals, Reshape and reinstall sediment trap, Crowning and shoulder grading. See plans for full scope of work.	Lump Sum	1	
F. SITE RESTORATION / DEMOBILIZATION	Seed and mulch, remove access, grading and restoration of fill sites, restore access and disturbed areas to pre-construction conditions, and job site demobilization and cleanup.	Lump Sum	1	
<b>TOTAL BID (written and \$)</b>				