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TOWN OF ANDOVER

CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

DATE: MAY 15, 2023

This Contract is entered into on, or as of, this date by and between the Town of Andover (the "Town"), and

Environmental Partners Group, LLC
1900 Crown Colony Drive, Unit 402
Quincy, MA 02169
617-657-0200

1. This is a Contract for the procurement of the following: **Complete Streets Prioritization Plan**. Scope of Services in attached proposal for professional engineering services.
2. The Contract price to be paid to the Contractor by the Town of Andover is: **\$38,000.00**
3. Payment will be made as follows: Within 30 days of detailed invoice.

4. Definitions:

- 4.1 Acceptance: All Contracts require proper acceptance of the described deliverables or services by the Town of Andover. Proper acceptance shall be understood to include inspection of deliverables and certification of acceptable performance for services by authorized representatives of the Town to ensure that the deliverables or services are complete and are as specified in the Contract.
- 4.2 Contract Documents: All documents relative to the Contract including (where used) Instructions to Bidders, Proposal Form, General Conditions, Supplementary General Conditions, General Specifications, Other Specifications included in Project Manual, Drawings, Request for Qualifications, Scope of Services, and all Addenda. The Contract documents are complementary, and what is called for by any one shall be as binding as if called for by all. The intention of this Contract is to include all labor and materials, equipment and transportation necessary for the proper performance of the Contract.
- 4.3 The Contractor: The "other party" to any Contract with the Town. This term shall (as the sense and particular Contract so require) include Vendor, Contractor,

Engineer, or other label used to identify the other party in the particular Contract. Use of the term "Contractor" shall be understood to refer to any other such label used. In the performance of service under this Agreement, the Contractor acts at all times as an independent contractor. There is no relationship of employment or agency between the Town, on the one hand, and the Contractor on the other, and neither party shall have or exercise any control or direction over the method by which the other performs its work or functions aside from such control or directions as provided in this Contract which the parties view as consistent with their independent contractor relationship.

4.4 Date of Substantial Performance: The date when the work is sufficiently complete, the services are performed, or the goods delivered, in accordance with Contract documents, as modified by approved Amendments and Change Orders.

4.5 Goods: Goods, Supplies, Materials or other Deliverables.

4.6 SubContractor: Those having a direct Contract with the Contractor. The term includes one who furnished material worked to a special design according to the Drawings or Specifications of this work, but does not include one who merely furnishes material not so worked.

4.7 Work: The services or materials contracted for, or both.

5. Term of Contract and Time for Performance:

This Contract shall be fully performed by the Contractor in accordance with the provisions of the Contract Documents on or before **March 29, 2024**, unless extended pursuant to a provision for extension contained in the Contract documents at the sole discretion of the Town, and not subject to assent by the Contractor, and subject to the availability and appropriation of funds as certified by the Town Accountant. The time limits stated in the Contract documents are of the essence of the Contract.

6. Subject to Appropriation:

Notwithstanding anything in the Contract documents to the contrary, any and all payments which the Town is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the Town Accountant. In the absence of appropriation, this Contract shall be immediately terminated without liability for damages, penalties or other charges. When the amount of the Accountant's certification of available funds is less than the face amount of the Contract, the Town shall not be liable for any claims or requests for payment by the Contractor which would cause total claims or payments under this Contract to exceed the amount so certified.

7. Permits and Approvals:

Permits, Licenses, Approvals and all other legal or administrative prerequisites to its performance of the Contract shall be secured and paid for by the Contractor.

8. Termination:

a. Without Cause. The Town may terminate this Contract on seven (7) calendar days notice when in the best interests of the Town by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor. Upon termination without cause, Contractor will be paid for services rendered to the date of termination.

b. For Cause. If the Contractor is determined by the Town to be in default of any term or condition of Contract, the Town may terminate this Contract on seven (7) days notice by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor.

c. Default. The following shall constitute events of a default under the Contract:

- 1) any material misrepresentation made by the Contractor to the Town; 2) any failure to perform any of its obligations under this Contract including, but not limited to the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the Town, (iv) failure to promptly re-perform within a reasonable time the services that were rejected by the Town as unsatisfactory, or erroneous, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and non-discrimination, (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract, and (viii) failure to comply with any and all requirements of federal and/or state law and/or regulations, and Town bylaw and/or regulations.

9. The Contractor's Breach and the Town's Remedies:

Failure of the Contractor to comply with any of the terms or conditions of this Contract shall be deemed a material breach of this Contract, and the Town of Andover shall have all the rights and remedies provided in the Contract documents, the right to cancel, terminate,

or suspend the Contract in whole or in part, the right to maintain any and all actions at law or in equity or other proceedings with respect to a breach of this Contract, including damages and specific performance, and the right to select among the remedies available to it by all of the above.

From any sums due to the Contractor for services, the Town may keep the whole or any part of the amount for expenses, losses and damages incurred by the Town as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

10. Statutory Compliance:

10.1 This Contract will be construed and governed by the provisions of applicable federal, state and local laws and regulations; and wherever any provision of the Contract or Contract documents shall conflict with any provision or requirement of federal, state or local law or regulation, then the provisions of law and regulation shall control. Where applicable to the Contract, the provisions of General Laws are incorporated by reference into this Contract, including, but not limited to, the following:

General Laws Chapter 30B – Procurement of Goods and Services.

General Laws Chapter 30, Sec. 39, *et seq*: - Public Works Contracts.

General Laws Chapter 149, Section 44A, *et seq*: Public Buildings Contracts.

General Laws Chapter 7, Sections 38A ½ - O: Designer Selection

10.2 Wherever applicable law mandates the inclusion of any term and provision into a municipal contract, this Section shall be understood to import such term or provision into this Contract. To whatever extent any provision of this Contract shall be inconsistent with any law or regulation limiting the power or liability of cities and Towns, such law or regulation shall control.

10.3 The Contractor shall give all notices and comply with all laws and regulations bearing on the performance of the Contract. If the Contractor performs the Contract in violation of any applicable law or regulation, the Contractor shall bear all costs arising therefrom.

10.4 The Contractor shall keep itself fully informed of all existing and future State and National Laws and Municipal By-laws and Regulations and of all orders and decrees of any bodies or tribunals having jurisdiction in any manner affecting those engaged or employed in the work, of the materials used in the work or in any way affecting the conduct of the work. If any discrepancy or inconsistency is discovered in the Drawings, Specifications or Contract for this work in violation of any such law, by-law, regulation, order or decree, the Contractor shall forthwith report the same in writing to the Town. It shall, at all times, itself observe and comply with all such existing and future laws, by-laws, regulations, orders and decrees; and shall protect and indemnify the Town of Andover, and its duly

appointed agents against any claim or liability arising from or based on any violation whether by him or its agents, employees or subcontractors of any such law, by-law, regulation or decree.

10.5 Any changes to the Scope of Services or contract price shall be made only by a written contract amendment executed by the Town and the Contractor.

11. Conflict of Interest:

Both the Town and the Contractor acknowledge the provisions of the State Conflict of Interest Law (General Laws Chapter 268A), and this Contract expressly prohibits any activity which shall constitute a violation of that law. The Contractor shall be deemed to have investigated the application of M.G.L. c. 268A to the performance of this Contract; and by executing the Contract documents the Contractor certifies to the Town that neither it nor its agents, employees, or subcontractors are thereby in violation of General Laws Chapter 268A.

12. Certification of Tax Compliance

This Contract must include a certification of tax compliance by the Contractor, as required by General Laws Chapter 62C, 49A (Requirement of Tax Compliance by All Contractors Providing Goods, Services, or Real Estate Space to the Commonwealth or Subdivision).

13. Discrimination

The Contractor will carry out the obligations of this Contract in full compliance with all of the requirements imposed by or pursuant to General Laws Chapter 151B (Law Against Discrimination) and any executive orders, rules, regulations, and requirements of the Commonwealth of Massachusetts as they may from time to time be amended. The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law.

14. Assignment:

Assignment of this Contract is prohibited, unless and only to the extent that assignment is provided for expressly in the Contract documents.

15. Condition of Enforceability Against the Town:

This Contract is only binding upon, and enforceable against, the Town if: (1) the Contract is signed by the Town Manager or its designee; and (2) endorsed with approval by the Town Accountant as to appropriation or availability of funds; and (3) endorsed with approval by the Town Counsel as to form.

16. Corporate Contractor:

If the Contractor is a corporation, it shall endorse upon this Contract (or attach hereto) its Clerk's Certificate certifying the corporate capacity and authority of the party signing this Contract for the corporation. Such certificate shall be accompanied by a letter or other instrument stating that such authority continues in full force and effect as of the date the Contract is executed by the Contractor. This Contract shall not be enforceable against the Town of Andover unless and until the Contractor complies with this section.

The Contractor, if a foreign corporation, shall comply with the provisions of the General Laws, Chapter 181, Section 3, and any Acts and Amendments thereof, and in addition thereto, relating to the appointment of the Commissioner of Corporations as its attorney, shall file with the Commissioner of Corporations a Power of Attorney and duly authenticated copies of its Charter or Certificate of Incorporation; and said Contractor shall comply with all the laws of the Commonwealth.

17. Liability of Public Officials:

To the full extent permitted by law, no official, employee, agent or representative of the Town of Andover shall be individually or personally liable on any obligation of the Town under this Contract.

18. Indemnification:

For claims arising out of or relating to negligent errors and omissions in the performance of professional services rendered by the Contractor, to the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Town and its officers and employees from and against all claims, damages, liabilities, injuries, costs, fees, expenses, or losses, including, without limitation, reasonable attorney's fees and costs of investigation and litigation, whatsoever which may be incurred by the Town to the extent caused by negligence of, or breach of this Contract by the Contractor or a person employed by the Contractor, or Subconsultant for whom the Contractor is responsible under this contract.

For all other claims, to the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Town and their officers and employees from and against all claims, damages, liabilities, injuries, costs, fees, expenses, or losses, including without limitation, reasonable attorney's fees and costs of investigation and litigation, whatsoever which may be incurred by the Town to the extent they result from the performance of its services provided that such claims, damages, liabilities, injuries, costs, fees, expenses, or losses are attributable to bodily injury or death or injury to or destruction of tangible property and are caused by an act or omission of the Contractor or person or Subconsultant for whom the Contractor is responsible under this contract.

19. Documents, Materials, Etc.

Any materials, reports, information, data, etc. given to or prepared or assembled by the Contractor under this Contract are to be kept confidential and shall not be made available to any individual or organization by the Contractor (except agents, servants, or employees of the Contractor) without the prior written approval of the Town, except as otherwise required by law. The Contractor shall comply with the provisions Chapter 66A of the General Laws of Massachusetts as it relates to public documents, and all other state and federal laws and regulations relating to confidentiality, security, privacy and use of confidential data.

A hard copy and an electronic copy (if requested by the Town) of Contractor's drawings, plans, specifications and other similar documents, whether in written, graphic or electronic form, shall be delivered to the Town. If there is a discrepancy between the electronic files and the hard copies, the hard copies shall govern.

The Town shall have unlimited rights, for the benefit of the Town, in all drawings, designs, specifications, notes and other work developed in the performance of this contract including the right to use same on any other Town projects without additional cost to the Town; and with respect thereto the Contractor agrees and hereby grants to the Town an irrevocable royalty-free license to all such data which the Contractor may cover by copyright and to all designs as to which it may assert any rights or establish any claim under any patent or copyright laws. The Contractor shall not be responsible for changes made in the documents by others without the Contractor's authorization, nor for the Town's use of the document on projects other than the project which is the subject of this Contract, unless this is a contract for design services for a master plan or prototype.

20. Confidentiality

The Contractor shall comply with M.G.L. ch. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Town data in the Contractor's possession, or used by the Contractor in the performance of this Contract, which shall include, but is not limited to the Town's public records, documents, files, software, equipment or systems.

21. Record-Keeping and Retention, Inspection of Records

The Contractor shall maintain records, books, files and other data as specified in this Contract and in such detail as shall properly substantiate claims for payment under this Contract, for a minimum retention period of seven (7) years beginning on the first day after the final payment under this Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this Contract. The Town shall have access during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

22. Subcontracting By Contractor

Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under this Contract must be in writing, authorized in advance by the Town and shall be consistent with and subject to the provisions of this Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under this Contract. The Town is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

23. Risk of Loss

The Contractor shall bear the risk of loss for any Contractor materials used for this Contract and for all deliveries, Town personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of this Contract until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Town.

24. Minimum Wage/Prevailing Wage

The Contractor will carry out the obligations of this Contract in full compliance with all of the requirements imposed by or pursuant to General Laws Chapter 151, §1, *et seq.* (Minimum Wage Law) and any executive orders, rules, regulations, and requirements of the Commonwealth of Massachusetts as they may from time to time be amended. The Contractor will at all times comply with the wage rates as determined by the Commission of the Department of Labor and Industries, under the provisions of General Laws Chapter 149, 26 to 27D (Prevailing Wage Law), as shall be in force and as amended. The Contractor will, in addition to any other submissions required by the Prevailing Wage Law, submit certified weekly payrolls to the Town with the information described in General Laws Chapter 149, §27B.

25. Audit, Inspection and Recordkeeping

At any time during normal business hours, and as often as the Town may deem it reasonably necessary, there shall be available in the office of the Contractor for the purpose of audit, examination, and/or to make excerpts or transcript all records, contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

26. Payment

The Town agrees to make all reasonable efforts to pay to the Contractor the sum set forth in the Contractor's bid or proposal within thirty (30) days of receipt of an invoice detailing the work completed and acceptance from the Town of the work completed.

27. Waiver and Amendment

Amendments, or waivers of any additional term, condition, covenant, duty or obligation contained in this Contract may be made only by written amendment executed by all signatories to the original Agreement, prior to the effective date of the amendment.

To the extent allowed by law, any conditions, duties, and obligations contained in this Contract may be waived only by written Agreement by both parties.

Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any manner limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach of a similar or different matter.

28. Forum and Choice of Law

This Contract and any performance herein shall be governed by and be construed in accordance with the laws of the Commonwealth of Massachusetts. Any and all proceedings or actions relating to subject matter herein shall be brought and maintained in the courts of the Commonwealth or the federal district court sitting in the Commonwealth, which shall have exclusive jurisdiction thereof. This paragraph shall not be construed to limit any other legal rights of the parties.

29. Notices

Any notice permitted or required under the provisions of this Contract to be given or served by either of the parties hereto upon the other party hereto shall be in writing and signed in the name or on the behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual service or three (3) business days

after the date of a certified or registered mailing properly addressed. Notice to the Contractor shall be deemed sufficient if sent to the address set forth in the Contract and to the Town of Andover by being sent to the Town Manager, Town Hall, 36 Bartlet Street, Andover, Massachusetts 01810.

30. Binding on Successors:

This Contract shall be binding upon the Contractor, its assigns, transferees, and/or successors in interest (and where not corporate, the heirs and estate of the Contractor).

31. Complete Contract:

This instrument, together with its endorsed supplements, and the other components of the contract documents, constitutes the entire contract between the parties, with no agreements other than those incorporated herein.

32. Contractor Certifications

32.1 By signing this contract, the Contractor certifies under the penalties of perjury that pursuant to General Laws Chapter 62C sec. 49A, the Contractor has filed all state tax returns, paid all taxes and complied with all laws of the Commonwealth relating to taxes; and that pursuant to General Laws Chapter 151A, sec. 19A, the Contractor has complied with all laws of the Commonwealth relating to contributions and payments in lieu of contributions.

32.2 By signing this contract, the Contractor certifies under the penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As such in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, client or other organization, entity or group of individuals.

32.3 Qualifications. The Contractor certifies it is qualified and shall at all times remain qualified to perform this Contract, that performance shall be timely and meet or exceed industry standards for the performance required, including obtaining requisite licenses, registrations, permits, resources for performance, and sufficient professional, liability, and other appropriate insurance to cover the performance. If the Contractor is a business, the Contractor certifies that it is listed under the Secretary of State's website as licensed to do business in Massachusetts, as required by law.

32.4 Business Ethics and Fraud, Waste and Abuse Prevention. The Contractor certifies that performance under this Contract, in addition to meeting the terms of the Contract, will be made using ethical business standards and good stewardship of taxpayer and other public funding and resources to prevent fraud, waste and abuse.

32.5 Debarment. The Contractor certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulations including, Executive Order 147, M.G.L. ch. 29, §29F, M.G.L. ch. 30, §39R, M.G.L. ch. 149, §27C, M.G.L. ch. 149, §44C, M.G.L. ch. 149, §148B and M.G.L. ch. 152, §25C.

33. Contract Amendments:

Any change in the scope of services or contract price shall be made only by a written contract amendment executed by the Town and the Contractor.

34. Minimum Wage:

The Contractor will carry out the obligations of this Contract in full compliance with all of the requirements imposed by or pursuant to General Laws Chapter 151, §1, *et seq.* (Minimum Wage Law) and any executive orders, rules, regulations, and requirements of the Commonwealth of Massachusetts as they may from time to time be amended.

35. Insurance:

The Contractor shall obtain and maintain the following insurance:

- 35.1 Workers Compensation Insurance of the scope and amount required by the laws of the Commonwealth of Massachusetts.
- 35.2 Broad Form Commercial General Liability insurance with limits of at least \$1 Million per occurrence and \$2 Million aggregate, or such higher amount as the Town may require, and which shall cover bodily injury, death, or property damage arising out of the work.
- 35.3 Automobile Liability Insurance, including coverage for owned, hired or borrowed vehicles with limits of at least \$1 Million each person/each occurrence or a combined single limit of \$1 Million.
- 35.4 Professional Liability Insurance covering errors, omissions and acts of the Contractor or of any person or business entity for whose performance the Contractor is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal one million dollars or such larger amounts as the Town may require for the applicable period of limitations, which coverage shall be maintained for a period of at least three (3) years after the date of the final payment by the Town. The Contractor shall obtain such insurance coverage at its own expense and provide certificates of insurance to the Town at least 7 days prior to the execution of the Contract by the Town.

- 35.5 The intent of the Contract provisions regarding insurance is to specify minimum coverage and minimum limits of liability acceptable under the Contract. However, it shall be the Contractor's responsibility to purchase and maintain insurance of such character and in such amounts as will adequately protect it and the Town from and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the performance of the work.
- 35.6 All required insurance shall be certified by a duly authorized representative of the insurers on the Certificate of Insurance form incorporated into and made a part of this Agreement. Properly executed certificates and endorsements acceptable to the Town signifying adequate coverage in effect in accordance with the requirements of this contract for the duration of the contract must be submitted to the Town at least 7 days prior to execution of this Contract by the Town with renewal certificates and endorsements issued not less than 30 days prior to expiration of a policy period. The Contractor shall submit certified copies of all policies to the Town within 7 days of such a request. All insurance companies shall be authorized by the Massachusetts Commissioner of Insurance to do business in the Commonwealth of Massachusetts.
- 35.7 The Town and its employees and officials shall be named as an additional insured on the above- referenced liability policies with the exception of the Professional Liability policy and the Contractor's insurance coverage shall be primary and non-contributory with respect to any other coverage available to additional insureds. The certificate of insurance shall so state the foregoing. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor.
- 35.8 The above referenced Liability policies (General Liability, Auto Liability, and Workers Compensation) shall include a Waiver of Subrogation endorsement in favor of the Town. The certificate of insurance shall so state the foregoing.
- 35.9 The General Liability and Automobile Liability shall be written on an occurrence basis.
- 35.10 The Contractor shall maintain all required insurance in full force and effect as required by this Contract or the Contractor shall be in material breach hereof.
- 35.11 Coverages are to be maintained for a period of 3 years after final payment.
- 35.12 Contractual liability must recognize the indemnity contained in this Agreement.

IN WITNESS WHEREOF the parties have hereto and to two other identical instruments set forth their hands the day and year first above written.

THE TOWN

THE CONTRACTOR

[Signature] 3/30/23
Division/Department Head Date

Environmental Partners Group, LLC
Company Name

[Signature] 5/15/23
Town Manager Date

[Signature] 3/28/2023
Signature Date

Theresa Reynolds 3/31/23
Purchasing Agent Date

Ryan J. Trahan, President
Print Name & Title

APPROVED AS TO FORM:

Thomas J. [Signature] 4/5/2023
Town Counsel Date

CERTIFICATION AS TO AVAILABILITY OF FUNDS:

[Signature] 5/15/23
Town Accountant Date

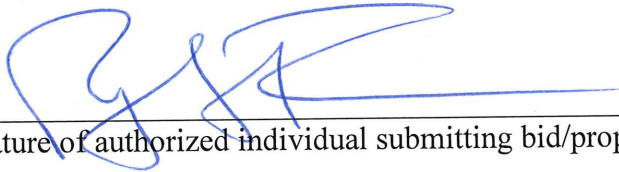
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CERTIFICATION OF GOOD FAITH & NON-COLLUSION

The undersigned certifies under pains and penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.



Signature of authorized individual submitting bid/proposal

Ryan J. Trahan

Printed Name

Environmental Partners Group LLC

Name of Business (if applicable)

04 3378308

Social Security or Federal Tax Identification Number

CORPORATE VOTE

At a duly authorized meeting of the Board of Directors of Environmental Partners Group LLC held on 7-23-2021 at which all the Directors were present or waived notice, it was voted that Ryan J. Trahan, President of this company, be and he/she hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or obligation in this company's name on its behalf by Environmental Partners Group LLC, shall be binding upon this company.

A TRUE COPY ATTEST:

[Signature]
Clerk,

Date of this Contract
3/28/23

I hereby certify that I am the Clerk of Environmental Partners Group LLC that Ryan J. Trahan is duly elected President of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

[Signature] Clerk Corporate Seal

SWORN TO AND SUBSCRIBED BEFORE ME THIS 28 DAY OF March 2023,

Deborah B Dunivan
Notary Public

If a corporation, complete above or attach to each signed copy of the bid/written request/quotation, a notarized copy of vote of corporation authorizing the signatory to sign this bid/written request/quotation form. If attesting clerk is the same person as the individual executing this contract, have signature notarized above.



March 15, 2023

Paul Materazzo
Director of Planning & Land Use
36 Bartlet Street
Andover, MA 01810

RE: Complete Streets Prioritization Plan

Dear Mr. Materazzo,

Environmental Partners Group, LLC ("Environmental Partners"/"EP") is pleased to submit the following proposal for professional engineering services necessary to assist the Town with developing a Complete Streets Prioritization Plan.

SCOPE OF SERVICES

Environmental Partners will provide the following engineering services associated with preparing a Prioritization Plan as part of Tier 2 of the Complete Streets Funding program. As part of this effort, Environmental Partners will review multi-modal accommodations along Town- and state-owned roads to identify priority locations where improvements are necessary and to estimate the anticipated costs associated with the improvements for input into the Complete Streets portal by the Town.

a. Review of Existing Data

1. Review available data and studies from the Town, regional planning agency, and/or other sources, including, but not be limited to, the following information (if available):
 - Capital Investment Plans (or roadway maintenance schedule)
 - Network Gap Analysis (Bicycle, Pedestrian, & Transit)
 - Roadway Maintenance Plan
 - Pavement Management System
 - Private Development Projects
 - Pedestrian Assessments
 - Bicycle and Pedestrian Assessments
 - Roadway Safety Audits
 - Town's Master Plan
2. Review high-crash locations using data available on the MassDOT website and Town-provided studies to identify crash trends and potential needs for multi-modal safety improvements.

3. Review public input provided as part of the Town's ADA Self Evaluation and Pedestrian Master Plan.
4. Determine which additional data needs to be developed or recorded, such as performing a Network Gap Analysis, Roadway Safety Audit, or other analysis. This Scope of Services presumes that Environmental Partners will use the Town's ADA Self Evaluation and Pedestrian Master Plan and expand it (on available GIS mapping) to create a complete Network Gap Analysis identifying locations where not only pedestrian accommodations are provided but also bicycle and transit accommodations utilizing data collection forms in ArcGIS Online. These accommodations will be identified by using a combination of aerial photography and on-site inspections. The information will be collected along all Town- and state-owned roads and will include:
 - Locations where sidewalks are present and their overall condition and adequacy
 - Locations where bicycle accommodations are provided and their type (bike lane, sharrow pavement markings, separated bicycle lanes, or shared use paths)
 - Roadways that have sufficient width to accommodate the addition of bicycle lanes
 - Bicycle accommodations at intersections (crossing pavement markings, bicycle detection pavement markings and signs, etc.)
 - Pedestrian accommodations at all intersections (crosswalks, curb ramps, and adequacy of existing pedestrian signals)
 - Mixed use paths and their terminus connections relative to other accommodations
 - Potential for transit integration and relevant accommodations
 - Priority locations, including schools, recreational parks/facilities, town centers, etc.
5. Findings will be presented on aerial GIS maps to illustrate areas with gaps in accommodations as well as in chart format. High-priority locations, such as schools, retail centers, and playgrounds, will be illustrated on the mapping. Inventory or assessment of State-owned or privately owned roadways is not anticipated. The GIS mapping will be expanded to show gaps in multimodal accommodations where improvements appear to be warranted.
6. Metropolitan Area Planning Council's (MAPC) Local Access Scores will be incorporated with the collected data to determine how important each roadway is for walking or bicycling between residences, schools, shops, restaurants, parks, transit stations, etc. These scores "are calculated using travel demand software that uses input data on population and

destinations to estimate the number of trips households are likely to make in a given day, the likely destinations of those trips, and the most direct routes connecting households to their destinations.” Environmental Partners will use these Local Access Scores combined with the collected data from the field to produce a series of maps that will show the existing condition of all of the Town’s pedestrian, bicycle, and transit accommodations, as well as how important each feature is to the network based on its location. This will assist in identifying network gaps and priority Complete Streets projects.

b. Town Meetings & Public Engagement

1. Town Meetings

Environmental Partners will meet with Town Staff regularly throughout the duration of the project, which is assumed to be no more than twelve (12) months. For budgeting purposes, a total meeting time of 5 hours has been included in the scope of work, anticipated to be spent during one (1) in-person meeting and three (3) virtual meetings.

2. Virtual Engagement: GIS Public Comment Tool

Environmental Partners will prepare an interactive map for the public to digitally identify existing safety concerns, network gaps, and priority improvements. We will work with the Town staff to fine-tune categories to obtain the most meaningful input (e.g., near-misses). Results will be posted in real-time.

3. Public Meetings

Environmental Partners will prepare for and attend two (2) public outreach meetings as follows:

Public Outreach Meeting #1 – Open House:

The first public outreach meeting will be held in an Open House format to introduce the public to the project and project team, provide information regarding previous initiatives, the project timeline, and planning process, and gather feedback on existing conditions and community needs for both pedestrians and bicyclists.

Environmental Partners will prepare/supply materials for this meeting, including boards, graphics, and easels. The Town will be responsible for securing a facility in-town for the event. This event can be held as in-person only or in a hybrid format.

Public Outreach Meeting #2 – Workshop:

The second public outreach meeting will be held as a workshop to present the feedback received during the first public outreach meeting and through stakeholder meetings, present the prioritization and weighting criteria as well as the initial assessment of community needs and network gaps, and solicit additional feedback before finalizing the Prioritization Plan.

Environmental Partners will prepare/supply materials for this meeting, including boards, graphics, and easels. The Town will be responsible for securing a facility in-town for the event. This event can be held as in-person only or in a hybrid format.

c. Prioritization Plan Development

1. A project selection process will be initiated using the above referenced maps that will identify key target locations (e.g., town centers, recreational areas, schools). Considerations will then be made regarding cost, environmental and right-of-way implications, as well as high crash locations. Projects will be prioritized based on the condition and local access score for each mode of transportation, and the impact such an improvement will make on a network level. Environmental Partners will coordinate closely with representatives of the Town to confirm that local priorities are being addressed. Locations identified in the Town's Section 504 Transition Plan will be integrated into this process.
2. Based on the above assessments and input at meetings from Town representatives, Environmental Partners will establish a final project prioritization that identifies a 5-year prioritization plan with a minimum of 15 and a maximum of 35 potential projects that focus on addressing Complete Streets needs.
3. Environmental Partners will prepare an estimated order-of-magnitude construction cost and construction duration/schedule for each project based on design and construction experience. Considerations for any right-of-way and environmental impacts or state or local permits (if any) will be identified to ensure projects can be ready within the necessary timeframe. Likewise, verification will be documented regarding availability of any other necessary resources required to fully fund a project based on direction by the Town.

d. Deliverables

Environmental Partners will prepare a Project Prioritization Plan based on Town and public feedback that meets all requirements of the MassDOT Complete Streets Funding Program and is properly formatted. Following MassDOT review, Environmental Partners will revise the Project Prioritization Plan and submit the final version to the municipality.

The following deliverables will be made as part of this task:

1. **Complete Streets Project Prioritization Plan** utilizing MassDOT's template that identifies (at a minimum) a 5-year prioritization plan with a minimum of 15 and a maximum of 35 potential projects that focus on addressing the following Complete Street's needs:
 - Safety: addresses high crash locations and reduces vehicular speeds
 - Pedestrian accessibility: wheelchair ramps added, etc.
 - Pedestrian safety or mobility: new/improved crosswalks, sidewalks/paths, pedestrian signals, etc.
 - Bicycle safety or mobility: new bike lanes, wider shoulders, signal accommodation, bicycle parking, etc.
 - Transit operations and access (where appropriate): enhanced stop amenities, queue jump lanes, stop consolidation, etc.
 - Connections between transit and pedestrian and bicycle accommodations
 - Vehicular operations
 - Freight operations (where appropriate)

The Complete Streets Prioritization Plan will be consistent with MassDOT's template and will include:

- Preparation of preliminary order-of-magnitude project estimates to assist with programming construction funds.
 - Preparation of estimated construction duration/schedules to assist with identifying Projects that can meet fiscal year deadlines.
2. The collected data will also be provided to the Town in the form of **GIS/Access e-files**, including existing accommodations and the Network Gap Analysis and PR calculations. The following maps will be provided:

- Locations where sidewalks are present and their overall condition and adequacy
- Locations where bicycle accommodations are provided and their type (bike lane, sharrow pavement markings, separated bicycle lanes, or shared use paths)
- Bicycle accommodations at intersections (crossing pavement markings, bicycle detection pavement markings and signs)
- Pedestrian accommodations at all intersections (crosswalks and wheelchair ramps)
- Signalized pedestrian accommodations
- Mixed use paths and their terminus connections
- Transit accommodations (accommodations and bus shelter)
- Priority locations including schools, recreational parks/facilities, town centers, etc.
- Prioritized projects highlighting ranking

FEE

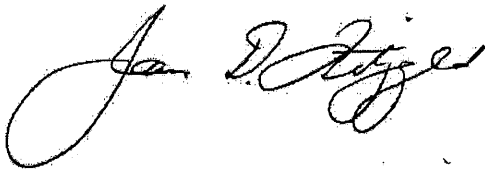
Environmental Partners will complete the scope of services outlined above for the **lump-sum fee of \$38,000.**

SCHEDULE

Environmental Partners is ready to begin work immediately upon receipt of notice to proceed. Assuming notice to proceed is issued within two weeks of the date of this proposal, we anticipate completing the above-described work by March 29, 2024. If project delays outside of Environmental Partners' control cause the completion date to extend beyond March 29, 2024, additional compensation may be requested through an amendment for additional coordination time.

We appreciate the opportunity to continue our working relationship with the Town and look forward to discussing this proposal with you. Please do not hesitate to contact either of us if you have any questions.

Sincerely,
Environmental Partners Group, LLC



James D. Fitzgerald, PE, LEED AP
Director of Transportation / Principal



Margot E. Schoenfelder, PE, AICP
Project Manager