



21 North Main Street • Waterbury, Vermont 05676
Phone: (802) 917-2001 • www.leenv.net

August 13, 2021

Dan Albrecht, Senior Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, Vermont 05404

Re: Work Scope and Price Proposal for Community Relations Plan Preparation
405 Pine Street, Burlington, Vermont

Dear Dan,

At your request, LE Environmental LLC (LEE) is pleased to provide the following work scope and price proposal to complete a Community Relations Plan (CRP) for the referenced property. The CRP is necessary for the Site owner (Burlington City Arts) to apply for cleanup funding.

Work Scope

LEE will prepare CRP in accord with EPA Brownfields program requirements. The CRP documents the public process to date and forthcoming with respect to environmental assessment and cleanup, and how BCA has involved, and will continue to involve, local residents and organizations in the decision-making process regarding the environmental cleanup at the Site.

Project Team

Angela Emerson and Alan Liptak of LEE completed approximately 10 CRPs for Vermont Brownfields redevelopment projects, which have been accepted by EPA.

Fees and Assumptions

The CRP can be completed on a time and materials price basis for an estimated total of \$450 including all labor and expenses.

This pricing is subject to the following assumptions:

1. No specific public meetings or environmental testing is included in this proposal.
2. If a public meeting is required by DEC, the cost and coordination of meeting space and required public warning (usually a legal notice in the newspaper and web site postings) are assumed to be the responsibility of the owner.

3. The CRP will be submitted electronically in PDF format. Hard copies of the CRP are not included in the fee but these can be arranged if needed for an additional fee to cover the printing cost.

Schedule

The CRP will be completed within four weeks of notice to proceed, and before the end of September 2021 assuming notice to proceed is granted on or before August 31, 2021.

To engage the work, please issue a task order per the Master Services Agreement and we will get started as soon as possible. Please let us know if there are any questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "AL Liptak". The signature is fluid and cursive.

Alan Liptak, PG, EP
Senior Geologist