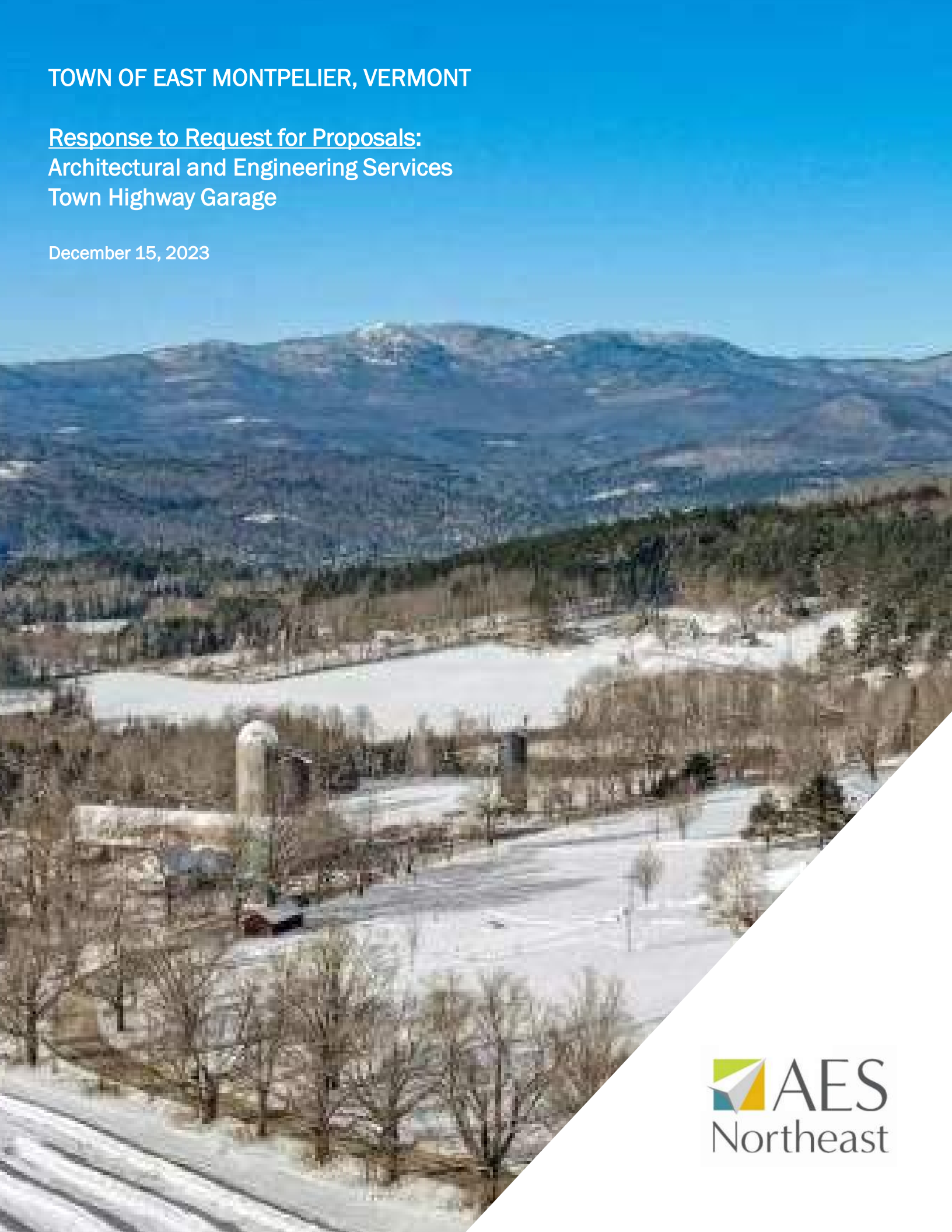


# TOWN OF EAST MONTPELIER, VERMONT

## Response to Request for Proposals: Architectural and Engineering Services Town Highway Garage

December 15, 2023





December 15, 2023

Mr. Seth Gardner [sethbgardner@hotmail.com](mailto:sethbgardner@hotmail.com)

Mr. Jon Jewett [injewett@gmail.com](mailto:injewett@gmail.com)

Ms. Gina Jenkins [manger@eastmontpeliervt.org](mailto:manger@eastmontpeliervt.org)

Town of East Montpelier

**RE: Request for Proposals**  
**Architectural and Engineering Services – Town Highway Garage**

Dear Mr. Gardner, Mr. Jewett, and Ms. Jenkins,

AES Northeast is pleased to present our proposal to the Town of East Montpelier for Architectural and Engineering services as defined in the recently issued RFP dated November 7, 2023.

AES Northeast is a multi-discipline design firm offering professional services for every phase of municipal projects. Our team has an experienced regional presence throughout Vermont and New York. AES Northeast currently employs a staff of 42 dedicated professionals that includes Architects, Engineers, Surveyors, Project Managers, a Grant Administrator, and Construction Managers.

AES is very interested in supporting the Town's vision for the design of a new Highway Garage for the Town of East Montpelier. We pride ourselves in providing cost-effective planning, design, and project management with our services. We recently completed a very similar project for Malone, NY and after reviewing the RFP, Questions and Answers, and site visit notes, we feel offering their design as a prototype to jumpstart your design and will provide exceptional value to the Town of East Montpelier. Included in our proposal is this prototype design, civil engineering to integrate it into your site, and necessary changes to achieve the functional needs of East Montpelier outlined in the RFP. We have also included design allowances to allow you to make additional changes to the design, explore fossil-fuel alternatives, or envelope/construction material options.

AES believes that the best way to ensure a successful project is through thoughtful collaboration between the owner, stakeholders, and project team. We will achieve this through meetings and effective communication, our goal is to be a dependable team-player. Our team is experienced in bringing multiple stakeholders together to ensure project success. We understand the need to meet timelines and budgets, making sure that we are proactive to avoid delays and overages.

As the Director of the Architectural Division, I will provide oversight of the design team. Your primary point of contact during the period of proposal review and during project execution will be Matthew Reed, Associate and Project Architect. If you have any questions, please do not hesitate to contact either of us: 518-561-1598 or [LizaKilcoyne@AESNortheast.com](mailto:LizaKilcoyne@AESNortheast.com) / [MatthewReed@AESNortheast.com](mailto:MatthewReed@AESNortheast.com).

We appreciate the chance to respond to this opportunity to work with the Town of East Montpelier on this exciting project.

Respectfully submitted,

Liza Kilcoyne, RA,AIA  
Partner/Director of the Architectural Division

AES Northeast has assembled a team of highly dedicated individuals with years of experience working with municipal clients. Detailed resumes of the project team follow.

**Associate and Project Architect: Matthew Reed, RA**

Matt will directly lead the entire Design Team, coordinate the design details, and keep the project on track. Matt's technical expertise in construction and interest in the technical aspects of building science, building codes, and energy efficient design is an invaluable resource.

**Mechanical / Plumbing Engineer: Nathan Bull, PE**

Nathan will steer the MEP design portions of the building design, even more critical than ever to providing healthy environments in buildings. provide mechanical & plumbing system design services, such as code reviews, system and energy modeling, faculty assessments, and detailed system designs.

**Electrical Engineer: Justin Sowle, PE**

Justin will provide electrical system design for the project which includes electrical power, lighting, and telecommunication/data systems. Justin is a Licensed Engineer in the State of New York and would acquire a Vermont license through reciprocity for this project.

**Site Design: Kevin Farrington, PE**

With expertise knowledge in municipal management, budgeting, ordinance development and implementation, regulatory compliance, utility construction standards and inspections, Kevin will handle the Site/Civil requirements of the project. His experience in constructing and maintaining storm water management and sanitary sewer will be an asset to the project.

**Project Administrator: Louise Annis**

Louise will provide administrative and technical support to the design team throughout each phase of the project. Having worked with many municipalities with various funding agencies, Louise is familiar with the particulars in all areas and will facilitate communication between designers, consultants, and clients.

**Sub Consultants**

AES Northeast will perform most of the tasks for the project in-house, but we propose having the following specialized consultants on our team for Structural Engineering, and Construction Cost Estimating services. We have successfully relied on these consultants' expertise on many municipal projects over the years. Detailed resumes of our Sub Consultants follow.

**Structural Engineer: SRA Engineers - Shaun Rivers, PE**

**Construction Cost Estimating: VIS – Mark Blanchard**





## Matthew Reed, RA

*Associate / Project Architect*

### Education

Master of Architecture  
Norwich University, Northfield, VT  
Bachelor of Science in  
Architectural Studies  
Norwich University, Northfield, VT

### Experience

Before joining AES in 2021, Matt worked for an architectural firm in Colchester, VT where he gained 11 years experience in project management with a well-rounded experience in hospitality, housing, commercial, office, industrial, institutional, government, and municipal projects. Roles and responsibilities included:

- Project management
- Construction documents, specifications, life safety drawings.
- Field measuring, as-built drawings, exterior envelope detailing, shop drawing & submittal review.
- Project scheduling, RFI's, building code review, energy code review.
- Planning and Programming.
- Construction Administration (Submittal review, Punch lists, Field Reports)
- Consultant coordination (MEP, FP, Structural, Civil, Landscape, Equipment).

### Project History

- RR Charlebois Showroom and Service
- Premier Coach Service and Storage
- Handy Buick, GMC Service Garage
- Bombardier Park Field House
- Whiteface Mid-Station Lodge
- South Hero Library
- Essex, VT - Police Needs Assessment
- Waterbury Main and Maple St. Fire Stations



## Nathan C. Bull, P.E.

*Partner, Director of Building Systems Division*

### Education

Bachelor of Science in Mechanical  
Engineering  
Binghamton University

### Experience

Nathan is a Principal and Director of the Building Systems Division at AES Northeast, responsible for firm growth and development, project management, design, budget, schedule, and quality assurance/quality control over a wide range of Mechanical, Electrical, and Plumbing System projects. His twenty years of experience include heating, ventilation, air conditioning, process piping, plumbing, electrical power and controls, lighting, telecommunication design of commercial, municipal, institutional, and industrial buildings and processes, including site utility distribution. In addition, Nathan has performed energy modeling/economic analysis and infrared diagnostic studies on numerous buildings, promoting energy efficiency and overall building performance.

### Project History

- Village of Malone - DPW Maintenance Facility
- Clinton Community College -
- Institute of Advanced Manufacturing,
- Whiteface Mid-Station Lodge
- Ausable Chesterfield Keeseville Joint Fire
- District - Fire Station Additions Alterations
- Agri-Mark, Inc., Chateaugay – Cheese Plant Addition/Expansion



## Justin Sowle, P.E. LEED AP

*Electrical Engineer*

### Education

Bachelor of Science in Electrical Engineering  
Union College

### Experience

Justin is an electrical engineer in the Building Systems Division at AES Northeast, responsible for providing quality electrical designs over a wide range of Electrical System projects. His over twenty years of experience include electrical power and controls, lighting, telecommunication design of commercial, governmental, institutional, and industrial buildings, including site utility distribution, facility management at a large industrial manufacturing facility and project management of multidisciplinary complex projects.

### Project History

- Tru Hilton Hotel Middletown NY
- Ellis Medicine – Wellness Center
- Town of Chazy – Migrant Housing
- Malta NY – Global Foundries – semi-conductor equipment install.
- Malta NY – Global Foundries – 90k sqft cleanroom expansion.
- Malta NY – Global Foundries – Technology Development Center.
- Town of Pawling – Water Treatment Plant
- Town of Massena - NYS DOT – New office with attached garage and detached salt storage.
- Town of Chenengo – Water pump station and generator projects.
- New York State Office of Emergency Management – Various 480V/208V power projects.



## Kevin Farrington, P.E.

*Partner, Director of Civil Engineering Division*

### Education

Bachelor of Science  
Civil Engineering  
University of Buffalo  
  
Bachelor of Science  
Physics  
SUNY Fredonia  
  
U.S. Army Veteran

### Experience

Kevin joined AES in 2017 with an extensive engineering background as follows; Accomplished and multi-talented Professional Civil Engineer and Project Manager with 15 years experience as a City Engineer plus 12 years of highly diverse experience as a Consulting Engineer. Significant experience in planning, scheduling and administering all types of public works projects complemented with urban planning, grant writing and project management. Possess expertise knowledge in municipal management, budgeting, city ordinance development and implementation, regulatory compliance, building code and utility construction standards and inspections. Extremely skilled in constructing, maintaining and renovating public works infrastructure including street and related traffic systems, storm water management and sanitary sewer. Ability to establish and maintain effective working relationships with internal employees, elected officials, contractors, boards, consultants, subordinate staffs and the public.

### Project History

- AuSable Chesterfield Keeseville (ACK) Joint Fire Station -
- Whiteface Legacy Lodge
- Agri-Mark McCadam Cheese Plant
- Village of Malone Department of Public Works Facility
- Plattsburgh Waterfront Development
- Buffalo Inner Harbor
- Stormwater Management Engineering Review
  - Over 80 Stormwater Pollution Prevention Plans, Stormwater Management Plans, Erosion & Sedimentation Prevention Plans for various Development Projects.





Evergreen Professional Park  
453 Dixon Road, Ste. 7, Bldg. 3  
Queensbury, NY 12804  
P 518-761-0417 F 518-761-0513

## SHAUN M. RIVERS, P.E.

### EDUCATION AND CREDENTIALS

Bachelor of Science, Civil Engineering  
Clarkson College of Technology, Potsdam, NY 1982

Miscellaneous Masters Level Courses  
University of Maine, Orono, ME 1984-1986

Licensed Professional Engineer:  
New York, Maine, Vermont, Massachusetts, Pennsylvania, Connecticut

### PROFESSIONAL EXPERIENCE

#### **SRA Engineers, Queensbury, NY**

June, 1992 to Present

Co-Founder and Principal

Provide complete civil and structural professional engineering services to clients in the commercial, industrial, institutional, municipal and private sectors. Prepare engineering designs for buildings and other structures and complete engineering evaluations and reports for a variety of project types. Supervise the preparation of design drawings and specifications. Provide overall management and marketing services for the firm.

#### **Rist-Frost Associates, PC, Glens Falls, NY**

July, 1987 to June, 1992 | Managing Project Engineer

#### **Great Northern Paper Company, Millinocket, ME**

February, 1984 to July, 1987 | Project Engineer

#### **Stone & Webster Corporation, Boston, MA**

June, 1982 to September, 1983 | Designer



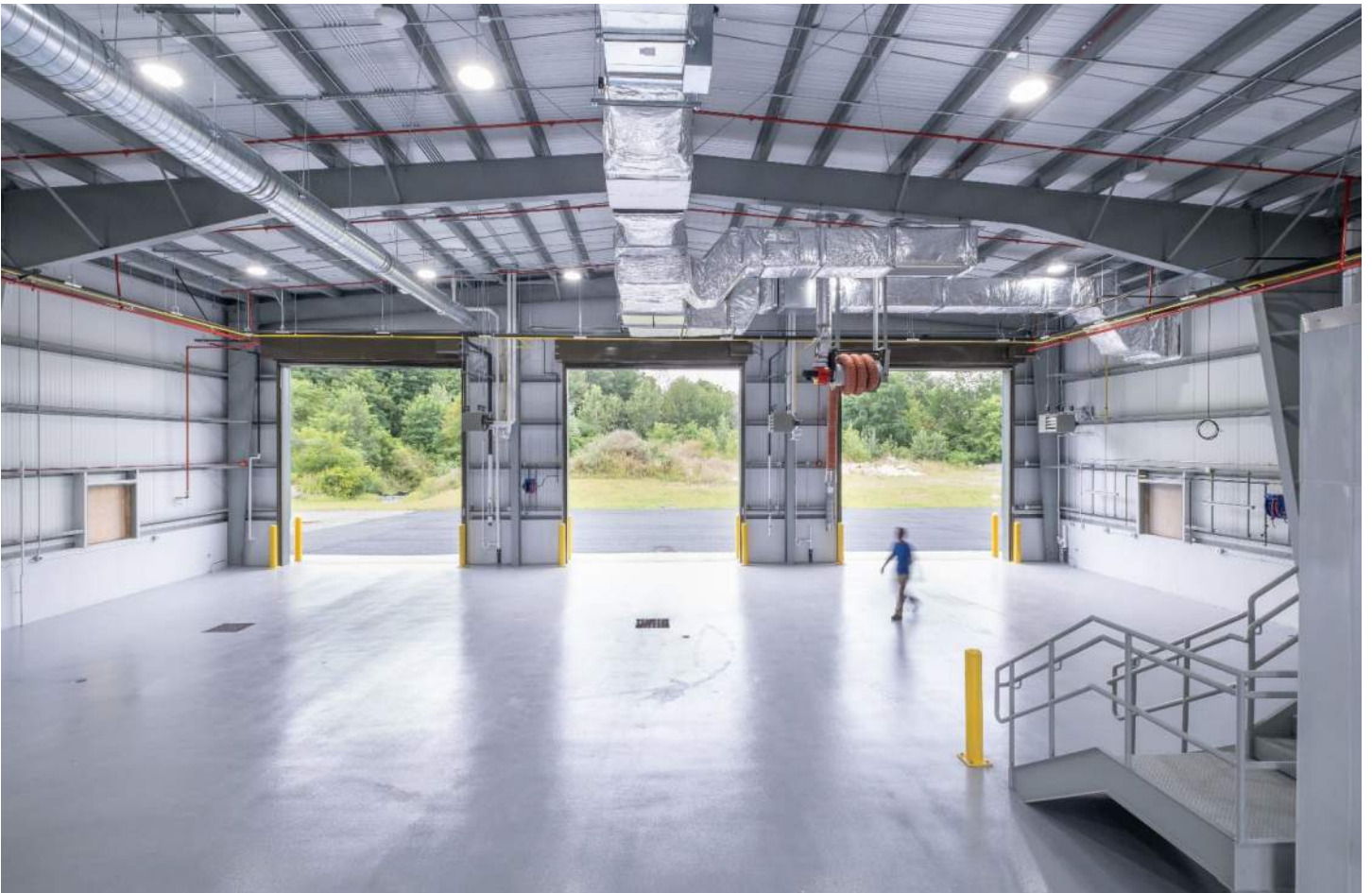
**VIS Construction Consultants (VISCC)** is a full construction management and consulting firm located in Vermont and New Hampshire with specialized expertise in project management, planning, cost estimating and construction oversight services.

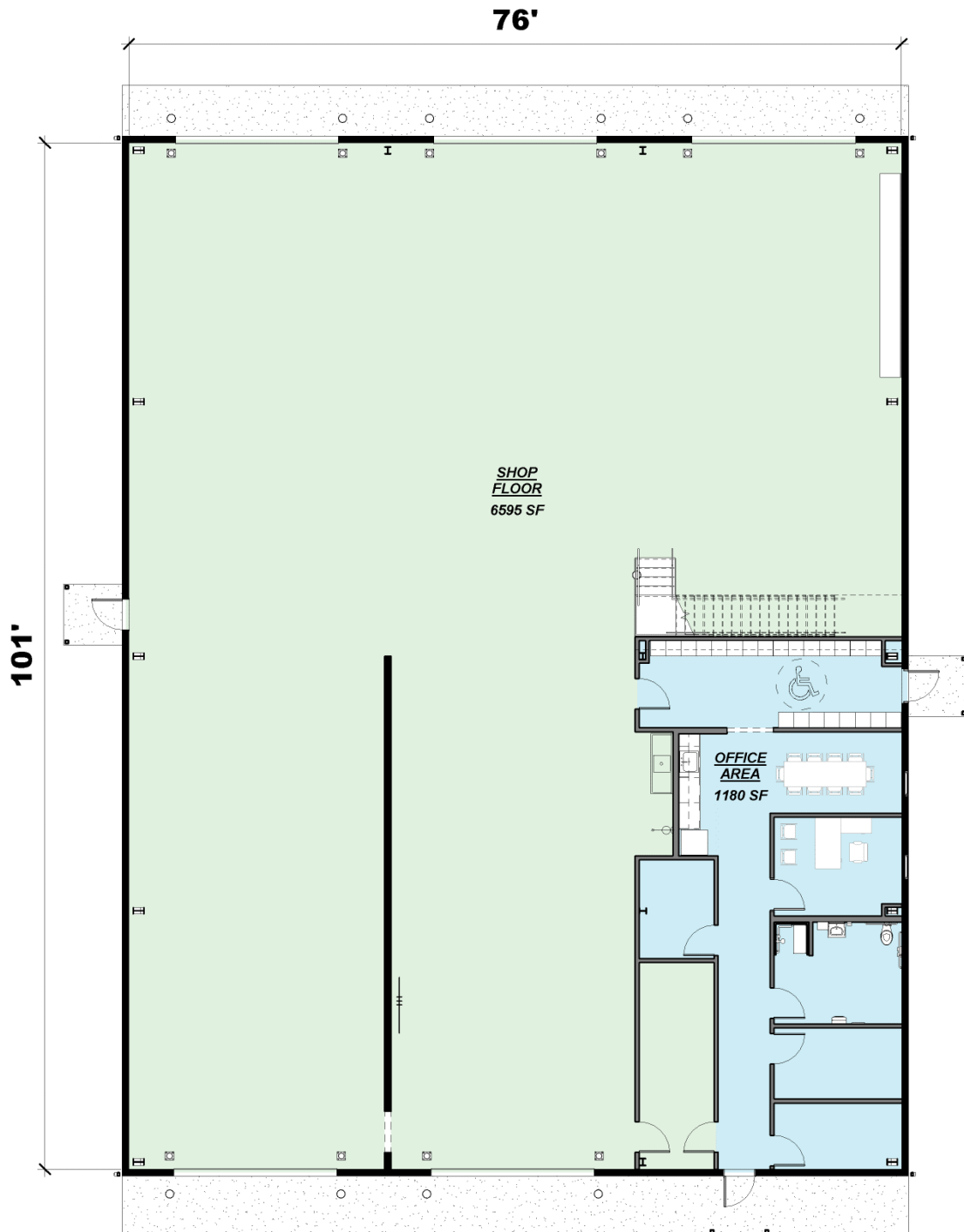
### **Mark Blanchard, Senior PM/Cost Estimator and Principle**



Mark provides 30 years of construction experience and cost estimating with expertise in HVAC, Controls, Electrical Power & Lighting, Security Systems, Telephone & Data Systems and is focused to provide quality assurance for all divisions of construction. Mark's background in project facilitation, committee input, public engagement and overall project management will be invaluable for this project.

## Prototype for East Montpelier Town Highway Garage





**AES and Design Team will use the above design and customize it to your needs by:**

- Stretching the Footprint to 75 feet x 125 feet
- Perform Code Analysis to ensure plans meet 2015 Vermont Fire and Safety Codes
- Adjust Insulation package to meet 2020 VT CBES & Owner Requirements.
- Divide Shop Floor Area to avoid Sprinkler Requirements
- Reduce/Adjust Office Layout to align with Owner's Program
- Make Additional Owner requested changes under the Change Allowance



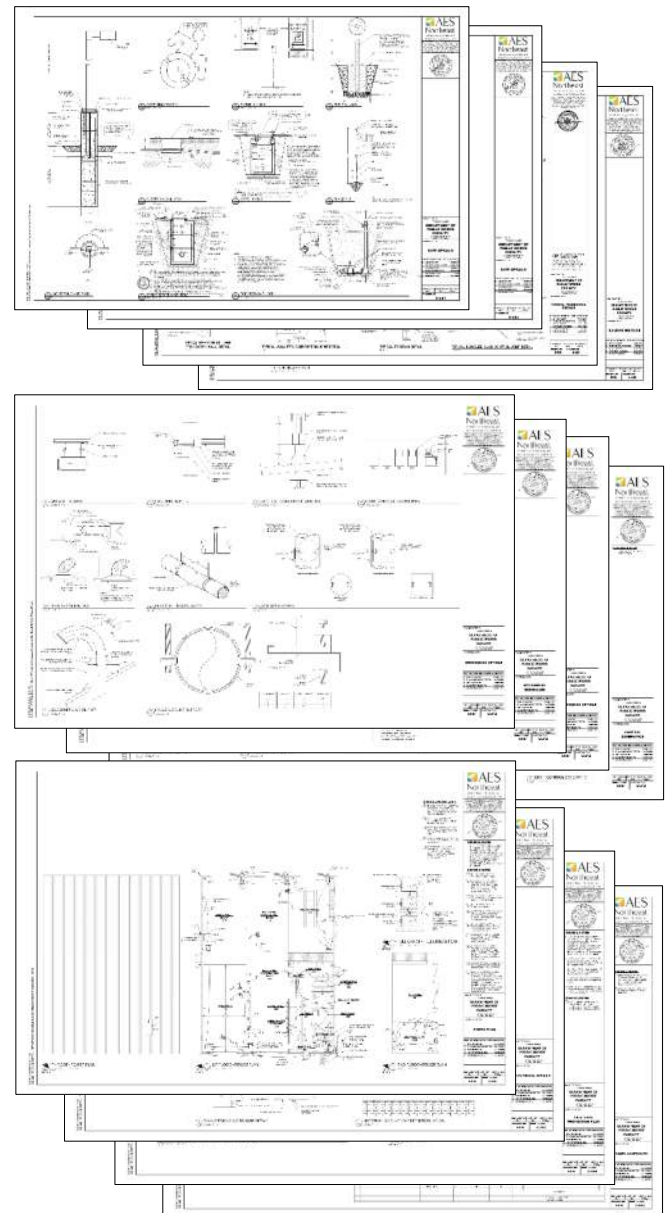
## Benefits of Starting from an Existing Design

- **Schedule:** AES will utilize our recently completed set of construction documents for a similar town garage to jumpstart the design process, estimating, and schedule of this project.
- **Sitework:** Details for Site Elements, Fuel Depot, Asphalt and Earthwork assemblies and specifications can all be reused. AES's team will seamlessly integrate the existing building into the Templeton Road site.
- **Structural:** Foundation, wall, and roof details and design can be reutilized with verification of local climate snow-loads, wind-loads, and soil conditions.
- **Architectural:** The building form, envelope details, schedules, and specifications can all be tweaked to meet code requirements and the project goals.
- **Mechanical:** The base package includes a cost-effective solution to meet the building's needs using fossil fuels and space heating. AES has extensive experience with Radiant Floors, Heat Pumps, and high-capacity electric boilers to eliminate fossil-fuels and could explore options at the owner's direction.
- **Plumbing:** Our existing plan already covers all the office plumbing needs, including bathroom with shower, kitchenette, and code-required fixtures. Throughout the shop area we have hot and cold hose bibs, compressed air drops for trucks as well as convenient hose reels.
- **Electrical:** The package already includes High Efficiency, low-cost LED lighting and ample convenience outlets throughout shop and workbench areas. Paired with each Air-Reel are electrical cord reels to get power where you need it.
- **Cost Estimating:** AES with few adjustments to our existing drawings we can deliver a detailed set of drawings to our cost estimators and get an accurate project cost while we finish adjusting and customizing the building to your site and project goals. This initial estimate can set funding goals early. We will then revise the estimate after the design has been customized to your needs, and before the project goes out to bid.



Proposed Prototype Building

Actual Sheets from 86-page prototype set



# Department of Public Works Facility

## Feasibility Study, Design & Construction

Malone, NY



ARCHITECTURE



SITE ENGINEERING



MECHANICAL



PLUMBING



ELECTRICAL

AES Northeast was engaged by the Village of Malone to complete an engineering report to evaluate the feasibility of constructing a new DPW facility. After thorough reviews of multiple sites and various building configurations, the Village selected a new site for the DPW Facility. The Village was successful in securing a USDA Rural Development Loan which was the primary funding source of the project and administered by the USDA Rural Development Community Facilities Division. The project required close coordination and collaboration between the Village and the Development Authority of the North Country (DANC), who served as the Project/Funding Manager.

In accordance with Rural Development Instructions for Community Facilities, AES prepared a Preliminary Architectural Feasibility Report and Environmental Review of the proposed project. Following acceptance of the report, AES completed the design for a new Department of Public Works facility. The project included an approximately 7,900 gross sq. ft., 1 story pre-manufactured metal building that includes 5 work bays, office, bathroom, mezzanine; energy efficient building systems; site development (grading, fuel canopy/dispensing station, stormwater management, utilities, and parking).

The design phase was completed just prior to the Covid-19 pandemic and construction continued well into the pandemic. In spite of all the supply chain challenges and costs, the project came in within the Village's loan amount.

### Client:

Village of Malone

### Location:

Malone, New York

### Completion Date:

2022

### Funding Sources:

USDA – RD

### Regulatory Agencies:

NYS DEC



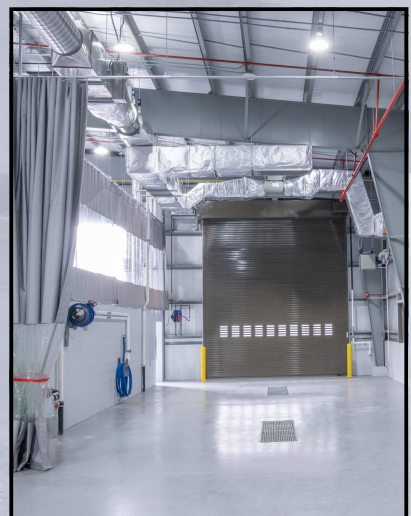
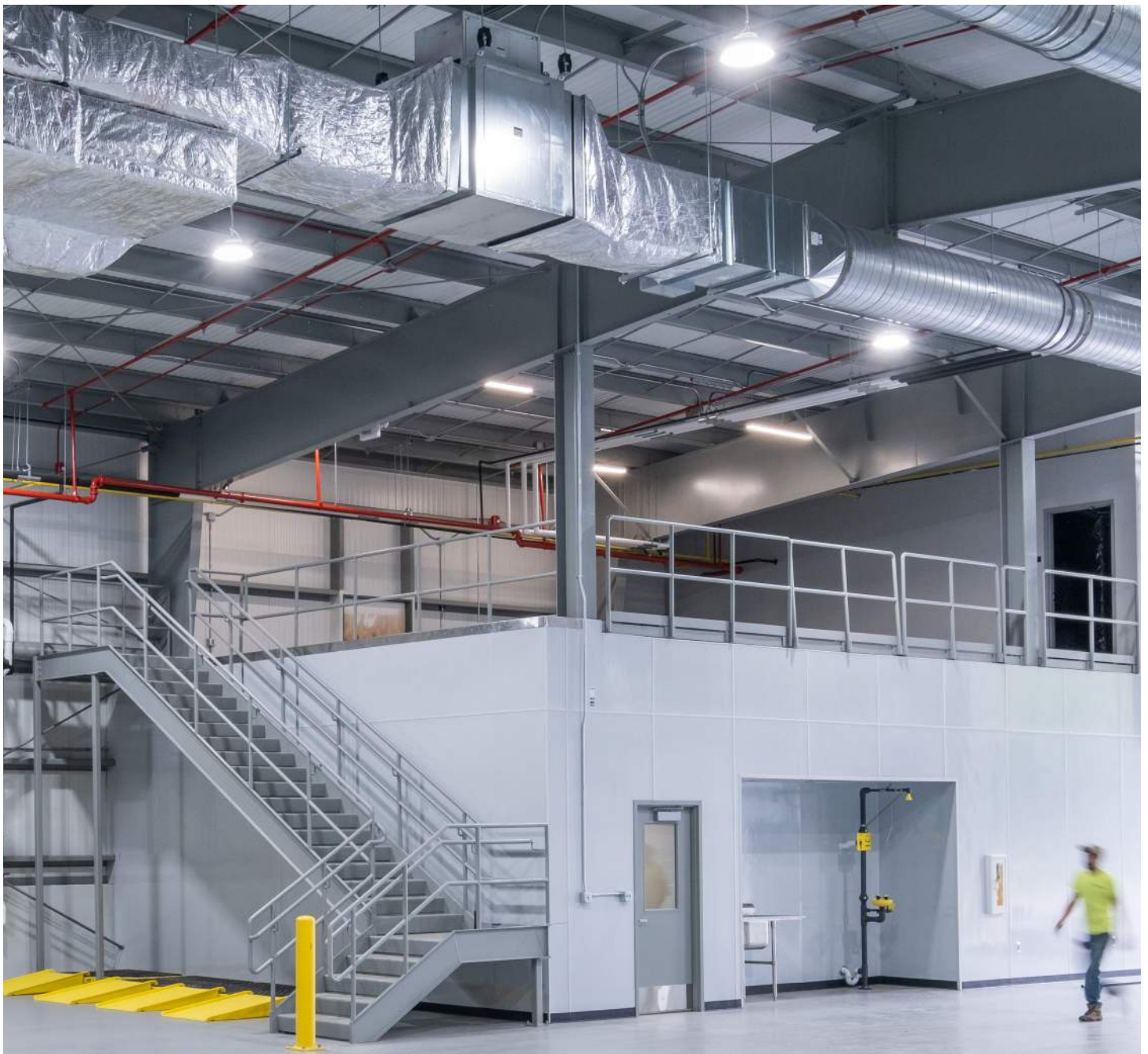












# Institute for Advanced Manufacturing

Clinton Community College / Plattsburgh, NY



ARCHITECTURE



SITE ENGINEERING



MECHANICAL



PLUMBING



ELECTRICAL

Construction of a new Advanced Manufacturing Institute building, located on the Clinton Community College Campus, Clinton Point Drive, Plattsburgh, NY. The project consists of site work, landscaping, utility extension and a new two story (plus basement) building of approximately 30,000 square feet, consisting of open high and low bay industrial spaces, instructional classrooms, offices, data room, and mechanical/electrical spaces. Work also includes systems and equipment for HVAC, plumbing, fire suppression, electrical, telecommunications/data, and other special systems.

## Client

Clinton Community College

## Location

Plattsburgh, New York

## Completion Date

2017

## Budget

\$12,000,000

## Funding Sources

- SUNY 2020 Challenge Grant

## Regulatory Agencies

- NYS Department of State





# Keeseville Fire Station

AuSable/Chesterfield/Keeseville Joint Fire District

Keeseville, NY



ARCHITECTURE



MECHANICAL



PLUMBING

The AuSable/Chesterfield/Keeseville Joint Fire District has a vast territory to cover and had outgrown their existing facility. The facility also needed substantial structural upgrades as well as other improvements to accommodate a more modern operation. AES provided full design services for renovating the existing station as well as a 3,200 square foot, 4-bay addition to the Apparatus Bay.

*Special Note of Interest:* The fire district occupied the facility during construction which presented challenges in providing un-interrupted power and communication for the emergency operations as well as temporary water and heat. Proper phasing allowed this to occur and keep the fire station online throughout construction.



## Client

AuSable/Chesterfield/ Keeseville  
Joint Fire District

## Location

Keeseville, New York

## Completion Date

June, 2017

## Budget

\$3,268,125

## Funding Sources

Private

## Regulatory Agencies

- NYS Department of Transportation
- NYS Department of Environmental Conservation

# REM Development – Various Projects

## Vermont



ARCHITECTURE

Developer  
REM Development

From 1998 to today, AES Northeast, formerly GKA, has successfully provided architectural services including space programming, tenant test fits, building design studies, building code analysis, and construction documents for a multitude of diverse commercial and industrial tenants. REM Development has built, leased, and managed over 2,000,000 square feet of energy efficient distribution centers, manufacturing sites, warehouses, and flex space in Northern Vermont. We have highlighted some of these projects below.

- **Beta Technologies – Williston, VT**
- **Blodgett Oven Company – Essex, VT**
- **Green Mountain Coffee Roasters – Essex, VT**
- **Vermont Student Assistance Corporation (VSAC) – Essex, VT**
- **Flex a Seal Corp – Essex, VT**
- **Sunsoil – Essex, VT**
- **Fletcher Allen Hospital – Williston, VT**
- **Vermont Teddy Bear – Shelburne, VT**
- **ABF Trucking Terminal – Williston, VT**
- **Gardener's Supply - Milton, VT**
- **A. Duie Pyle Trucking Terminal – Williston, VT**
- **Gordini USA - Williston, VT**
- **Bosch Technology – Williston, VT**
- **Controlled Energy – Waitsfield, VT**
- **Twincraft – Essex, VT**
- **Euro-Tech Machining – Williston, VT**



Beta Technologies



Green Mountain Coffee Roasters



Euro-Tech Machining – Williston, VT



A. Duie Pyle Trucking Terminal



Gardener's Supply



Phase	Fixed Fee
Schematic Design <i>(Prototype w/ Adjusted Footprint, Schematic Site Plan &amp; Cost Estimate)</i>	\$60,000.00
Design and Construction Documents <i>(Full Bid Documents &amp; Updated Cost Estimate)</i>	\$122,000.00
Bidding Assistance	\$10,000.00
Construction Administration and Observation services	\$75,000.00
Reimbursables (expenses)	\$3,000.00
<b>Base Fee Total:</b>	<b>\$270,000.00</b>
<b>Optional Services:</b>	<b>Time and Expense</b>
<i>Architectural Design Allowance (For Design Changes)</i>	\$15,000
<i>MEP Design Allowance (HVAC, Electrical Design Alternatives)</i>	\$15,000
<b>Not to Exceed Total with Full Allowance use</b>	<b>\$300,000.00</b>

## Assumptions / Exclusions:

- Owners acceptance of Prototype Design presented in this proposal as basis of design. AES will make modifications noted in the Scope of Work Section of this proposal as part of the Design and Construction Documents Phase. Any changes beyond those listed in the Scope of Work section will be billed against the Design Allowances listed above on a Time and Materials Basis.
- The Existing driveway/access from Templeton Road is assumed to be reused
- Per the RFP we are only including an Evaluation of the existing wastewater system. The design of a new wastewater system (septic system) is excluded, but available as an additional service.
- We assume the existing well can be incorporated/reused in the proposed design. Design of a potable water treatment system is excluded.
- Wetland delineation/survey not included. We assume that "wetlands are far enough from the construction location that this should not be an issue."
- Environmental Assessment is excluded
- Property Boundary Survey (Boundary Line Adjustment) is excluded.
- Geotechnical and Hazardous Materials Investigations are excluded.
- All Permit Fees are excluded from this proposal.
- Construction period is assumed to be 10 Months and includes site visits every other week by the Architect.
- Construction Administration and Observation include (4) Site visits by the Structural Engineer and (1) Punchlist visit by the Architectural, Civil, Mechanical, Plumbing, and Electrical Engineers. Additional visits may be made on a time and expense basis.
- Optional Services:
  - Funding assistance includes identifying grant opportunities, grant preparation, and securing funding for the project. Funding administration and compliance are not included but are available as additional services.

### 2024 Hourly Rates Fee Schedule\*

Principal – Architect, Engineer, or Surveyor	\$172	Survey Instrument Person - PWR**	\$177
Director of Water Resources Dept	\$172	Land Surveyor I - III	\$130 - \$166
Director of Grants & Funding Compliance	\$126	Surveying Technician I - II	\$96 - \$104
Registered Architect I - III	\$130 - \$166	GIS Specialist	\$100
Building Designer I - II	\$110 - \$120	Project Manager I - III	\$105 - \$145
Architectural Technician I - II	\$96 - \$104	Senior Construction Manager	\$137
CADD Technician	\$80	Construction Manager I - II	\$111 - \$122
Professional Engineer I - III	\$130 - \$166	Resident Project Representative I - III	\$96 - \$117
Intern Engineer I - II	\$110 - \$120	Project Administrator I - III	\$74 - \$80
Engineering Technician I-II	\$96 - \$104	Administrative Assistant I - II	\$64 - \$69
Environmental Scientist	\$149	Funding Compliance Administrator	\$80
Survey Party Chief - PWR**	\$186	Information Technology Administrator	\$104

### 2024 Reimbursable Expenses Fee Schedule\*

Copies – black & white single sided 8.5" x 11"	\$0.24
Copies – black & white double sided 8.5"x11"	\$0.31
Copies – black & white single sided 11"x17"	\$0.31
Copies – color 8.5"x11"	\$2.42
Copies – color 11"x17"	\$6.05
Large document paper prints – black & white 12"x18"	\$2.42
Large document paper prints – black & white over 24"x36"	\$6.05
Large document paper prints– black & white 24"x36"	\$3.63
Large document paper prints – color 12"x18"	\$18.15
Large Document paper prints – color 24"x36"	\$24.20
Large Document paper prints – color over 24"x36"	\$31.46
Large Document mylar (film) prints	\$42.35
Scanning construction drawings – 1 to 10 sheets	\$18.15
Scanning construction drawings – 11 to 20 sheets	\$9.08
Scanning construction drawings – over 20 sheets	\$2.42
Place construction drawings on Compact Disks (USB/CDs)	\$30.25
Printing Supplies/Binders (3 ring) etc. - cost plus	15%
Postage - cost plus	15%
Sub-consultants - cost plus	15%
Travel expenses (tolls, parking etc.) - cost plus	15%
Lodging expenses - cost plus	15%
Meal expenses - cost plus	15%
Mileage	Per IRS 2024 rate

\* All rates are subject to change after 12/31/2024

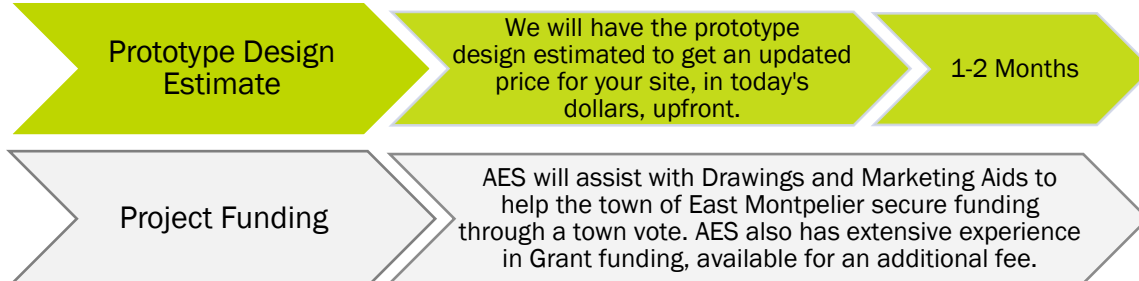
\*\* NYS Dept. of Labor requires the payment of "Prevailing Wage Rates" (union scale) to Survey personnel on Public Works Projects

## Proposed Schedule and References

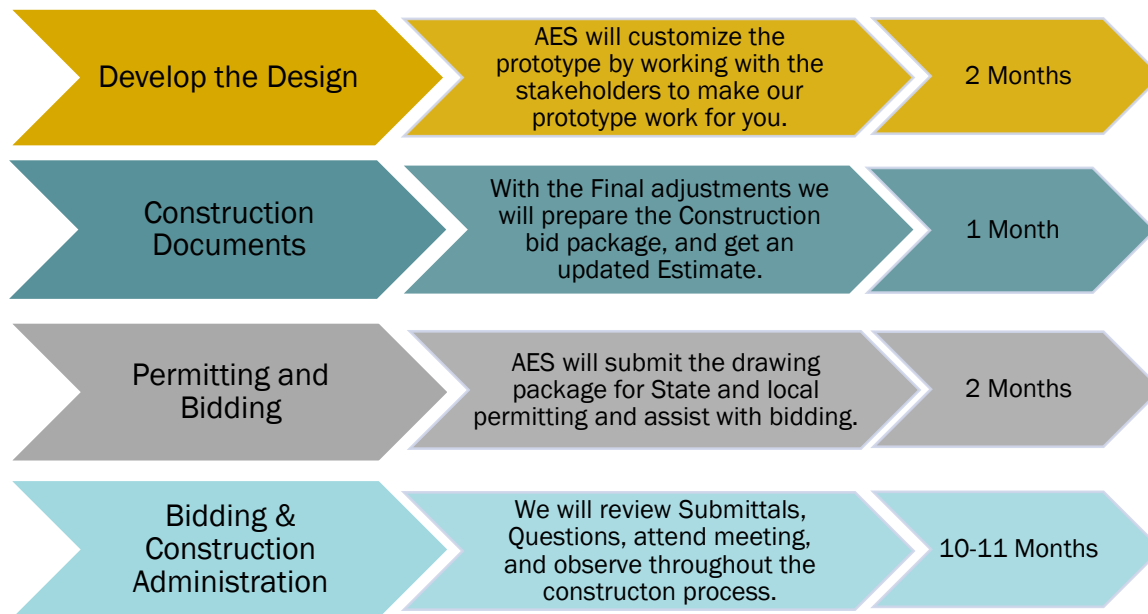


### Proposed Schedule

#### Schematic Design Phase:



#### Once Funding for the Project has been secured:



### References

**Village of Maone, NY**  
Andrea Dumas, Village Mayor  
(518) 483-4570  
[adumas@villageofmalone-ny.com](mailto:adumas@villageofmalone-ny.com)  
Project: New DPW Facility

**REM Development**  
Tim Miller  
(802) 864-5899  
[tmiller@rem-development.com](mailto:tmiller@rem-development.com)  
Various Projects

**Omega Excavation**  
Brian Bertsch, PE  
(802) 862-0517  
[bbertsch@omegavt.com](mailto:bbertsch@omegavt.com)  
Project: Cottonwood Crossing



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/05/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

PRODUCER	Promark Partners Insurance Services 7 Limestone Dr. Williamsville	CONTACT NAME: Jennifer Dissate PHONE: (716) 633-9401 FAX: (716) 633-9429 EMAIL: jdisette@promarkinsurance.com ADDRESS: jdisette@promarkinsurance.com	INSURER A: The Hartford INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED	Architecture, Engineering and Land Surveying Northeast PLLC 12 City Hall Place Plattsburgh	NY 14221	INSURER A: The Hartford INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL2312219026

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	ADD. SUBS.	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence)
	CLAIMS-MADE					\$
						MED EXP (Any one person)
						\$
						PERSONAL & ADV INJURY
						\$
						GENERAL AGGREGATE
						\$
						PRODUCTS - COMP/OP AGG
						\$
						OTHER
						\$
	AUTOMOBILE LIABILITY					COVERED SINGLE LIMIT
	ANY AUTO					\$
	OWNED					Liability (Per person)
	AUTOS ONLY					\$
	SCHEDULED					BODILY INJURY (Per person)
	AUTOS ONLY					\$
	OWNED					BODILY INJURY (Per accident)
	AUTOS ONLY					\$
	SCHEDULED					PROPERTY DAMAGE
	AUTOS ONLY					(Per accident)
						\$
	UMBRELLA LIAB					EACH OCCURRENCE
						\$
	EXCESS LIAB					AGGREGATE
						\$
	DED					RETENTION \$
						\$
	WORKERS COMPENSATION					PER STATUTE
	ANY EMPLOYER/EMPLOYEE					OTH
	OFFICERS/DIRECTORS/EXECUTIVE					\$
	OFFICERS/DIRECTORS/EXECUTIVE					E.L. EACH ACCIDENT
	(Mandatory in NY)					\$
	EXCLUDED					E.L. DISEASE - EA EMPLOYEE
						\$
	DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT
						\$
	Professional Liability					Per Claim
						1,000,000
						Aggregate
						3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability limits shown are per claim and aggregate for all projects of the named insured.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Town of East Montpelier 40 Kelton Road East Montpelier	VT 05651	
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ACORD 25 (2016/03)

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# CERTIFICATE OF LIABILITY INSURANCE

ARCH-3  
OP ID: DR  
DATE (MM/DD/YYYY)  
12/05/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

PRODUCER	Agency Insurance Brokers, Inc. 41 Broad Street Plattsburgh, NY 12901-3447 Gary E. VanHerpe	CONTACT NAME: Donna Rowe PHONE: 518-561-1000 FAX: 518-563-4327 EMAIL: donnar@gagencyins.net ADDRESS: donnar@gagencyins.net	INSURER A: Sentinel Insurance Co of Texas INSURER B: The Hartford INSURER C: Utica National Ins Co of Texas INSURER D: INSURER E: INSURER F:
INSURED	Architecture, Engineering and Land Surveying Northeast PLLC 12 City Hall Place Plattsburgh	NY 12901	INSURER A: Sentinel Insurance Co of Texas INSURER B: The Hartford INSURER C: Utica National Ins Co of Texas INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	ADD. SUBS.	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence)
	CLAIMS-MADE					\$
						10,000
						MED EXP (Any one person)
						\$
						PERSONAL & ADV INJURY
						\$
						GENERAL AGGREGATE
						\$
						2,000,000
						2,000,000
						OTHER
						\$
	AUTOMOBILE LIABILITY					COVERED SINGLE LIMIT
	ANY AUTO					\$
	OWNED					Liability (Per person)
	AUTOS ONLY					\$
	SCHEDULED					BODILY INJURY (Per person)
	AUTOS ONLY					\$
	OWNED					BODILY INJURY (Per accident)
	AUTOS ONLY					\$
	SCHEDULED					PROPERTY DAMAGE
	AUTOS ONLY					(Per accident)
						\$
	UMBRELLA LIAB					EACH OCCURRENCE
						\$
	EXCESS LIAB					AGGREGATE
						\$
	DED					RETENTION \$
						10,000
	WORKERS COMPENSATION					PER STATUTE
	ANY EMPLOYER/EMPLOYEE					OTH
	OFFICERS/DIRECTORS/EXECUTIVE					\$
	OFFICERS/DIRECTORS/EXECUTIVE					E.L. EACH ACCIDENT
	(Mandatory in NY)					\$
	EXCLUDED					E.L. DISEASE - EA EMPLOYEE
						\$
	DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT
						\$
	NYS DBL					Continuous
						DBL 502510
						04/01/2017 12/31/2024

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Town of East Montpelier 40 Kelton Rd East Montpelier, VT 05651	
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