

Scope of Services
FY20 EEA Municipal Vulnerability Preparedness Program – Action Grant
Town of Chelmsford
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Contractor:

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Project Title

Dunshire Drive Culvert Replacement & Deep Brook Stream Restoration: Phase I

Summary

The project will redesign undersized drainage infrastructure as well as develop an ecological and stream bank restoration plan. These improvements will increase the resiliency of the neighborhood and its roadways, reduce current and future localized flooding, and enhance the resiliency of 13+ acres of residential land within the Merrimack River floodplain.

Scope

The tasks described in the attached scope table (and Municipal Vulnerability Preparedness Program Action Grant proposal) will be performed under this contract according to the agreed upon schedule and budget. In addition, a monthly progress report is required and a 1-2 page project summary and two summary PowerPoint slides with project images will be included with final project deliverables.

Funding Distribution

Funding will be distributed by reimbursement upon completion of tasks and submission of invoices. Costs eligible for reimbursement include all approved project costs incurred between the contract execution date and either June 30, 2020 or June 30, 2021, depending on the end date in the contract. Any additions, deletions or other changes to the scope must be approved by EEA prior to commencement of such activities. All grant funds must be spent according to the fiscal year breakdown below (before June 30, 2020 for FY20 funds and before June 30, 2021 for FY21 funds, if applicable). Please reference the RFR “ENV 20 MVP 02” for additional details on what is required for reimbursement and contact your MVP regional coordinator with any questions.

FY20 - \$83,545

FY21 - \$0

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

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- The municipal entity commits to match 25% of total project cost using cash or in-kind contributions (or a combination of the two) and acknowledges that the funding under this grant will be provided on a reimbursement basis.
- All matching funds provided by the Applicant or direct project partners have been approved and/or appropriated (or are in the process of being approved).

Additional details

- No payments will be made for Massachusetts sales tax.
- Work done prior to the project start date (the date issued and signed by the Commonwealth's Department Authorized Signatory) shall NOT be reimbursed. No funds will be granted for work performed after **June 30, 2020 for FY20 funds and June 30, 2021 for FY21 funds (if applicable)**.
- Requests for reimbursement will NOT be accepted after **August 21, 2020, for work completed by June 30, 2020 and August 21, 2021 for work completed by June 30, 2021 (if applicable)**.

As tasks are completed and deliverables are submitted to, reviewed and approved by EEA, the contractor must submit a package containing the following items:

1. A letter (on city or town letterhead) from the contractor with the contractor's authorized signatory requesting reimbursement.
2. All relevant invoices, including those from subcontractors. Invoices must itemize costs consistent with the agreed upon scope of work. Invoices must demonstrate sufficient information for EEA to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
3. A detailed breakdown of the required match for the task. For in-kind services, include sufficient details to demonstrate the total amounts of match contributed, and as appropriate, a list of personnel, hours worked, hourly rates, etc.
4. **A 1-2 page project summary and two summary PowerPoint slides with project images (due at the end of the project).**

Reimbursement packages should be submitted as tasks are completed as part of the monthly progress report, and reflect work performed according to the schedule of deliverables included in the project budget. Reimbursement is generally made within 45 days subsequent to approval of a reimbursement package. Reimbursement packages are due July 31, 2020 for FY20 funds and July 31, 2021 for FY21 funds, if applicable.

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

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Progress Reporting

To help EEA stay current on work being conducted over the course of the project, the Contractor will submit a brief monthly progress report (template to be provided), due by the 30th of the month, describing:

- Significant activities that have occurred to show progress toward deliverables
- Whether a change in schedule or scope of work is anticipated
- Whether costs are anticipated to be overrun or underrun
- If additional assistance from EEA or partners is needed
- Invoices for work completed to date

The Applicant will be required to be in communication with their MVP Regional Coordinator (RC) throughout the course of the project and submit all reporting documentation through the RC.