

Contract



Architecture

Engineering

Planning

Land Surveying

Environmental
Services

June 26, 2015

Mr. Robert H. Skinner
Chief Administrative Officer
Town of Canton
Four Market Street
PO Box 168
Collinsville, CT 06022-0168

RE: Agreement for Professional/Technical Services

Dear Mr. Skinner,

Enclosed is a fully-executed agreement for professional/technical services to assist the Town of Canton in revising its subdivision regulations.

We look forward to working with the Town.

Sincerely,

A handwritten signature in black ink, appearing to read "John Guskowski", is written over a horizontal line.

John Guskowski, AICP, ENV-SP
Director of Planning Services

cc: CME File

CONTRACT FOR PROFESSIONAL/TECHNICAL SERVICES

THIS CONTRACT is made as of the 26th day of JUNE 2015, by and between the Town of Canton a municipal corporation organized and existing under the laws of the State of Connecticut (hereinafter the "Town"), and CME of 32 Crabtree Lane, P.O. Box 849, Woodstock, CT 06281 (hereinafter "Contractor").

WHEREAS, the Town has issued a Request for Proposals to provide professional/technical services to assist the Town in a comprehensive rewrite of the Town's Subdivision Regulations a copy of which is attached hereto as Exhibit A and is incorporated by reference as if fully set forth herein (hereinafter referred to as the "RFP");

WHEREAS, the Contractor submitted to the Town a proposal dated December 5, 2014, in response to the RFP (hereinafter referred to as "Proposal"), a copy of which is attached hereto as Exhibit B and is incorporated by reference as if fully set forth herein;

WHEREAS, the Town has selected the Contractor to perform all the services as specified in the RFP; and

WHEREAS, the Town and the Contractor desire to enter into a formal contract for the performance of these services;

THEREFORE, in consideration of the recitals set forth above and the mutual promises by the parties below, the parties agree as follows:

1. General - The Contractor agrees to perform services as described more fully in the attached RFP, attached Proposal, and this Agreement (collectively referred to as "Contract Documents"). The Contractor also agrees to all of the terms and conditions set forth in the Contract Documents. In general the services shall include assisting the Town in updating the Town's subdivision regulations and specifically those services specified in the Scope of Services section of the Contractor's RFP response, including as amended by the letter dated March 13, 2015.

2. Term - The services provided under this contract shall be completed within 24 weeks of the execution of this Contract. The Contract may be extended as necessary to complete the Scope of Services but shall not continue for more than nine months without the written approval of both parties.

3. Payments: Contractor shall be paid the sum of THIRTY THREE THOUSAND (\$33,000) DOLLARS for all services as indicated in the contract documents. Contractor shall submit monthly invoice. Each invoice shall include the specific tasks completed and the percentage of the total work performed. Payment for work performed

is contingent upon approval of the Chief Administrative Officer or his/her designee (the "CAO"). The Town shall pay the invoice within 30 days of the CAO's approval. All additional work shall be performed at the hourly rate specified in the Contractor's Proposal and must be agreed to in writing by the Town in advance of the work being performed. The Contractor shall be reimbursed for all out of pocket expenses. Any out of pocket expenses in excess of \$150.00 shall require preapproval by the Town Planner, Neil Pade.

4. Right to Terminate - The Town shall have the right to terminate all or a portion of this Agreement for its convenience and without cause. As used in this provision, "convenience" shall include but not be limited to the CAO's determination that proceeding with the Contract is not in the Town's interest. In the event of termination, the Town shall be liable to the Contractor for services performed to date and approved by the CAO in accordance with Paragraph 3, above.

5. Non-Employment Relationship - The Town and the Contractor are independent parties. Nothing contained in this Agreement shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement. The Contractor understands and agrees that its employees are not entitled to employee benefits, including but not limited to worker's compensation and employment insurance coverage, and disability from the Town. The Contractor shall be solely responsible for any applicable taxes.

6. No Misrepresentations or Omissions - No representation, warranty or statement of the Contractor in the Proposal or this Agreement, including the Exhibits hereto, or any document furnished pursuant thereto, contains or will contain any untrue statement of a material fact, or omits or will omit to state a material fact required to be stated to make the statements contained therein not misleading in any material respect.

7. Amendments - This Agreement may not be altered or amended, except by written agreement of the parties.

8. Entire Agreement - It is expressly understood and agreed that this Agreement states the entire agreement between the parties and that the parties are not and shall not be bound by any stipulations, representations, agreement or promises, oral or otherwise, not printed or inserted in this Agreement or attached as Exhibits hereto.

9. Validity - The invalidity of one or more of the phrases, sentences and clauses contained in this Contract shall not affect the remaining portions so long as the material purposes of this Contract can be determined and effectuated.

10. Connecticut Law and Courts - This Contract shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Connecticut and the parties irrevocably submit in any suit, action or proceeding arising out of this Agreement to the jurisdiction of the United States

District Court for the District of Connecticut and the jurisdiction of any court of the State of Connecticut.

11. Defense and Indemnification - The Contractor agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Town and its agents and employees from and against all claims, damage, loss or expense, including reasonable attorney's fees, arising out of or resulting from services provided by the Contractor. The Contractor also agrees to pay any and all attorney's fees incurred by the Town, its agents, or its employees in enforcing any of the Contractor's defense or indemnification obligations. In any and all claims against the Town or any of its agents or employees by any employee of the Contractor, or anyone directly or indirectly employed by the Contractor, or anyone for whose acts the Contractor is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by the Contractor under Workers' Compensation Acts, disability benefit acts, or other employee benefits acts.

12. Compliance with Laws - The Contractor shall comply with all federal, state and local laws and regulations governing this Agreement, including without limitation health, safety and environmental requirements.

13. Insurance - Contractor shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) aggregate, combined single limits and a one million dollar (\$1,000,000) umbrella liability policy. The Contractor shall provide Worker Compensation insurance as required by the State of Connecticut. The Contract shall further provide Automobile bodily injury and property liability coverage with a combined limit per accident of one million dollars (\$1,000,000). The Contractor shall also provide valuable papers liability insurance with a limit of one hundred thousand dollars (\$100,000) per accident. Contractor shall provide the Town with certificates verifying such coverage acceptable to the Town before commencing any services. Such policy shall require thirty (30) days notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind. All Commercial General Liability Insurance shall name the Town as additional insured.

14. Ownership of Documents - all records, sketches, drawings, models, renderings field notes, field books, and other documents, (electronic or hard copy) prepared by or received by the Contractor during the performance of the terms of this contract shall become the property of the Town.

14. No Assignment - The Contractor shall not subcontract, transfer or assign its obligations under this Agreement or any portion thereof without prior written consent of the CAO or the CAO's designate.

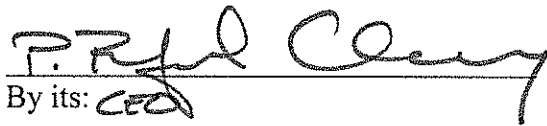
15. Multiple Contracts – The Town reserves the right to enter into a service agreement with more than one consultant as may be required to ensure the fair due process of the application review process.

16. Execution - This Agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement, and shall become binding when one or more counterparts have been signed by each of the parties hereto and delivered (including delivery by facsimile) to each of the parties.

IN WITNESS THEREOF, the parties have executed this contract this 25th day of JUNE 2015.

CME


Witness:


By its: COO

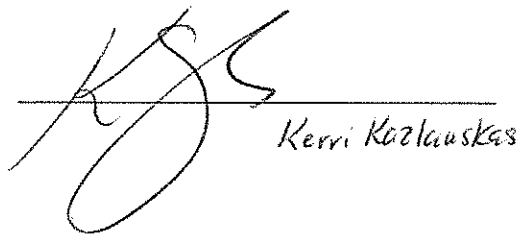


TOWN OF CANTON CONNECTICUT

Witness:



Robert H. Skinner
Chief Administrative Officer



Kerri Kazlauskas

REQUEST FOR PROPOSALS FOR REWRITE OF THE TOWN OF CANTON SUBDIVISION REGULATIONS

The Town of Canton, Connecticut, (hereinafter "Town") is seeking both professional/technical services to assist the Town in a comprehensive rewrite of the Town Subdivision Regulation's.

A general description of these services to be provided should include but not be limited to the following:

Scope of Work

The selected consultant will be directly responsible for the following activities:

- Reorganization of code sections to follow the application review and processing sequence. The first step will include development of a proposed code outline for reorganization of provision sections.
- Elaboration and update of code definitions.
- Identification and updating of outdated provisions.
- Identification and incorporation of trending issues (through research and knowledge of requirements of other municipalities with similar land use character and demographics) and provisions to be considered for inclusion.
- Review and incorporation of Town Staff comments and preliminary editing.
- Elaboration of Open Space and Conservation Subdivision provisions including:
 - Build-out maps/ yield plans, context maps, existing resources/ site analysis maps, sketch plans;
 - Identification of existing conditions, primary and secondary conservation areas, potential development areas, siting location, streets and trails, and lot lines as part of specialized conservation designs.
 - Identification of value-adding site features, surrounding context of adjoining properties and resources.
- Update of supplemental standards relative to stormwater, highway design.
- Standards (including sewer septic) per local requirements, erosion and sedimentation control, tree preservation and street tree planting alternatives, supporting infrastructure design and construction, etc.
- Update to include a focus on the: provision of green infrastructure; stimulation of controlled development patterns; healthy community design; and, the creation and protection of an interconnected network of conserved lands.
- Update of procedural processing to reflect current practices and required referrals, as well as post subdivision approval implementation procedures.
- Update for traffic safety.
- Update for consistency with Connecticut General Statutes,
- Update for consistency with and incorporation of recommendations Canton's 2014-2024 Plan of Conservation and Development.
- Update for consistency with and reconciling application of 2014 Zoning Regulations.

Submission of Proposals

Seven (7) copies of the Statement of Qualifications describing the respondent, its experience in regard to scope of work with examples of such projects, special expertise and strengths, and a fee schedule should be submitted by **12:00 p.m., Friday, December, 5th 2014** to: Chief Administrative Officer of the Town of Canton, 4 Market Street, Collinsville, CT 06019.

The seven (7) copies of the submitted proposals and other material submitted to the Town of Canton will be retained by the Town and will not be returned.

The submitted proposals should describe the following:

- (1) The experience of the consultant in regard to projects of this nature;
- (2) The project director, personnel who will be actively involved in the project including additional personnel who will be available and may become involved in the project;
- (3) The professional qualifications of the person or personnel who will be involved in the project;
- (4) A proposed fee schedule (lump sum);
- (5) A proposed schedule for completion of the project
- (6) 3 references for similar projects;
- (7) A list of municipalities, inclusive of contacts, for which similar services are currently being provided;
- (8) Any additional information that will assist in evaluating the qualifications of the Consultant.

Questions regarding the submission requirements may contact the below individual *via email only* (telephone inquiries related to proposal requirements shall not receive a response):

Neil S. Pade AICP,
Director, Planning and Community Development
Town of Canton
npade@townofcanton.org

Conditions

The Town of Canton reserves the right to reject any or all submitted proposals and to amend this Scope of Services in the process of selecting a Consultant.

All submissions shall be final and binding on the respondent for acceptance by the Town for 120 days from the RFP closing date and time.

All costs incurred in the preparation of proposals will be borne entirely by the individual/firm submitter.

All responses submitted become property of the Town.

All responses submitted information contained therein, and attached thereto shall be subject to disclosure under the Freedom of Information Act.

An electronic copy of this request for proposal, along with any changes, will be posted on the Town web page (<http://www.townofcantonct.org/>). It is the respondent's obligation to visit the web page frequently for any addendums.

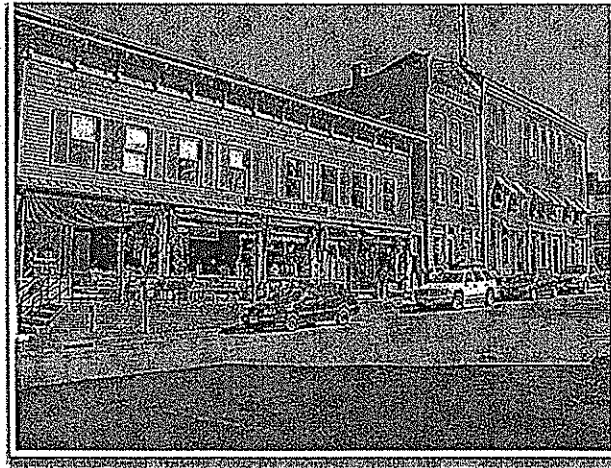
The Town of Canton is issuing this request for proposals for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a Consultant. The Town of Canton reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

Dated at Canton, CT this 31st day of October, 2014.

Robert Skinner
Chief Administrative Officer

Response to
REQUEST FOR PROPOSALS

CONSULTANT SERVICES
for the Rewrite of
TOWN OF CANTON SUBDIVISION REGULATIONS



Prepared by

CME Associates, Inc.

32 Crabtree Lane, Woodstock, Connecticut 06281





CME ARCHITECTURE, INC. / CME ASSOCIATES, INC.

Architecture • Engineering • Environmental Science • Planning • Land Surveying

Mr. Guskowski will be assisted in drafting Canton's subdivision regulations by Ms. Anne Kline, Esq., M.S. who specializes in land use law and policy. At CME, Attorney Kline has written regulations for the Town of Clinton, Connecticut and is assisting in the preparation of Plans of Conservation and Development for Clinton and Essex. She also worked on municipal applications of LEED-ND throughout of the United States and wrote her master's thesis on urban green infrastructure.

Our team can supply a comprehensive review of all the relevant regulatory goals outlined in the 2014-2024 Plan of Conservation and Development and provide technical assistance and regulations drafting to help the Town meet its desired update of the regulatory framework. Our practical, implementation-oriented approach will help the Town prioritize its regulatory goals and help implement them in a user-friendly and consistent manner. Our benchmark of success is seeing the Town succeed and ensuring that the new subdivision regulations will enable to realization of the vision expressed in its Plan and consistency with State and local regulations.

If you should have questions or require further explanation, please do not hesitate to contact us. Mr. Guskowski and Ms. Kline look forward to the opportunity to discuss their expertise and approach with you and the selection committee.

Thank you for your consideration.

Sincerely,

Kasey C. Silva
Director of Marketing and Administrative Services

prime farmland and other important resources. The final document is entitled **Woodstock Subdivision Regulations – effective 8/25/05.**

This project had to be completed before the moratorium expired and the revised regulations were approved one week prior to its expiration.

The town enlisted the help of Randall Arendt, two outside AICP-credentialed planners and two attorneys to provide expertise on this project. Mr. Guskowski and a small subcommittee of the Planning & Zoning Commission were responsible for approximately 90% of this project.

+ **Zoning Regulations**

Town of Thompson, Connecticut

2007

Mr. Guskowski prepared zoning regulations while he was a staff member at the Town of Thompson. This project took approximately 12 months from inception to draft and involved a section-by-section revision and update to the existing Zoning Regulations. This project also involved creating a new Zone labeled, "Neighborhood Commercial," which permits mixing uses and encourages revitalization of traditional neighborhoods. In un-sewered areas, a soil-based buildable area was advocated, was considered and could possibly be included in final drafts. Mill-specific mixed-use overlay areas were also drafted, but may not be immediately adopted. The document, **Thompson Zoning Regulations, 2007 Update**, is pending a public hearing.

The project was completed in its entirety by John Guskowski and Mr. Kevin Kennedy in collaboration with the Planning & Zoning Commission.

+ **Planning & Engineering Review Services**

Project Owner: Town of Essex, Connecticut

Duration: Spring 2008 - present

In 2008, the Town of Essex selected CME to provide consultant planner services. In 2011, Essex renewed that contract for a second time extending those services until 2014. As the Town's planning consultant, CME reviews plan submittals; attends public meetings; helps residents and stakeholders to understand zoning regulations; assists the Town with grant applications and funding management; and performs other support functions such as conducting studies and coordinating strategic planning exercises. The success of this arrangement prompted the Town to expand CME's contract to include Sanitarian services. As Town Sanitarian, CME provides help with infrastructure planning, inspection, plan reviews, quality control and permitting. Essex has been selected to take part in the EPA Sustainable Communities Building Blocks program.

Grants secured for the Town of Essex include the following:

CME's services to Clinton are ongoing; regulation drafting and coordination with the Planning and Zoning Commission will continue into 2015.

• **Old Wethersfield Revitalization Study – Three High-Profile Historic Properties on Main Street
Town of Wethersfield, CT
2012-2013**

CME was selected to perform a conditions evaluation and to develop a reuse strategy for three prominent historic properties on Main Street in the heart of Old Wethersfield. The subject properties involved in the study included: the c. 1922 Masonic Hall, the c. 1767 Simeon Belden House, and the historic Comstock, Ferre Seed Company complex constructed and expanded throughout the 19th and early 20th century.

CME conducted detailed inspections of each property to assess their structural integrity, the condition of their historic fabric and to evaluate the configuration, functionality and remaining life of their existing electrical, plumbing and heating systems. An environmental review of the buildings was also completed to gauge the potential of hazardous materials existing at each site.

After the conditions assessment was finalized, CME engaged the community by coordinating and conducting public information workshops and arranging interviews with stakeholders. The team was able to obtain valuable feedback about possible reuse scenarios for each property and raise awareness and support for the project and its core intent.

CME prepared multiple reuse options for each site and operating pro formas for each scenario. The results were presented to the property owners, Town of Wethersfield stakeholders, business owners, cultural groups and citizens in a public forum. Feedback on the final report was integrated into the document and it was published online for public access. The report, A Study of Revitalization Opportunities in Old Wethersfield, is available at http://www.cmeengineering.com/OldWethRevitPlan_062813.pdf.

Brooklyn Plan of Conservation and Development Update

Project Owner: Town of Brooklyn, Connecticut
Duration: 2009-2011

CME completed the Town of Brooklyn's Update to their Plan of Conservation and Development which was approved for implementation in spring of 2011. CME met with Town Staff to determine the overall goals for development and then reviewed a number of the Town's current planning and regulatory documents. CME engaged in community outreach with stakeholders and residents. CME prepared an advertisement notifying the community that a public survey would be distributed. CME developed both an online version and a paper version which was available at the Town's municipal buildings. CME analyzed the feedback gathered from the effort and reported the results to the Town. Working closely with staff, CME identified areas of conflict and needed



residences. Once the level of interest was established, CME conducted walk-through and baseline analysis of four of the interested properties to understand the physical and structural condition of the properties. Additionally, CME reviewed environmental conditions, sewer/water availability, parking availability, accessibility, and general traffic flows. The focus was on determining potential benefits and disadvantages of build-out as well as developing a preliminary estimate of how many/what type of residential units would work at the locations.

Following the inventory, CME reviewed the Town Regulations, focusing primarily on the Zoning Regulations to find ways of expanding and re-working the IHOD regulations to streamline the regulatory process, modify densities appropriately, and include considerations of connectivity to Downtown. Additionally, CME offered suggestions for design criteria and protections to encourage attractive development.

CME prepared a portfolio showing examples of successful mill or historic building redevelopment projects. The portfolio includes visual representations of exemplary residential retrofits of mill or historic buildings, along with annotations on the design features, external details, and densities. CME also prepared changes in regulations to enable and empower this redevelopment.

Downtown Parking Study — Central Business District, Main Street Corridor

Project Owner: Town of Manchester, Connecticut

Duration: 2010

CME assisted the Town of Manchester and their Downtown Special Services District to determine the nature and extent of parking problems in the central Main Street area. Though the Town owns and maintains several municipal parking lots, there was a perception that either parking supply or parking management was inadequate. CME conducted an area audit and "parking buildout" to determine the extent and nature of the problem and understand the potential circumstances should parking demand increase due to infill development or intensification of use. CME made recommendations for adding, re-allocating, and better management practices to relieve parking issues in the Downtown area.



ADDITIONAL RESOURCES

Additional resources available to Mr. Guskowski for the successful delivery of this project include the following professionals who will be available to provide expertise and assistance, as needed.

Charles Eaton, P.E., LEED-A.P.

Role: Civil & Environmental Engineer, Water Quality/Stormwater Management

Mr. Eaton leads CME's Municipal Services Group and has a solid history of delivering high value projects to New England's cities and towns. He is a qualified Technical Service Provider (TSP) under the USDA / NRCS program in RI, MA, and CT. He specializes in storm water management and erosion and sediment control. Mr. Eaton recently served as Interim Town Engineer for Tolland, Connecticut. Under that contract, he managed numerous Town projects involving environmental assessment and planning, public water and sewer, school and recreation facility engineering and construction, roads, parks and Town building repairs. He has also administered dozens of highly diverse municipal engineering and construction projects for the Town of Webster, Massachusetts. He has an excellent reputation of helping municipal clients make the most of limited budgets and adding value to the communities in which he works.

Portfolio:

- Woodstock Academy Athletic Fields & Sewer Extension
- Woodstock Public Works Facility
- Cross Farms Recreation Park Concession Stand
- Inn at Woodstock Hill Sewer Extension
- Riverside Marketplace Farmers Market pavilion
- Webster Town Hall Roof Replacement and Upgrades

Evelyn Cole Smith, R.A., A.I.A., LEED-AP

Role: Architect, Historic Architect and Reuse Specialist

Ms. Smith is Director of Architecture at CME. She is a Registered Architect licensed in the State of Connecticut and will be serving as Chief Architect for this assignment. She brings to the table an in-depth knowledge of historic architecture, restoration design and preservation techniques. She has worked on numerous historic preservation and adaptive reuse assignments throughout her 25+ year career and holds a Master's degree in Historic Preservation. Ms. Smith served as Chairman of the Woodstock Historic District Commission and has contributed as a member of the Commission for over 15 years. The Commission is a town regulatory body charged with design review in the historic district and is recognized as a Historic Architect by the Connecticut Commission on Culture and Tourism.

Portfolio:

- Old Wethersfield Revitalization Study
- Case-Dennison Cabin Condition / Feasibility Study
- Fitch Hoose House Preservation Plan
- Mother Bailey House Capital Needs Assessment
- Groton Monument Structural Evaluation and Restoration
- Harkness Greenhouse and Potting Shed Restoration
- Davidson Hall Administrative Offices Renovation



RELEVANT EXPERIENCE

Director of Planning and Development, Town of Thompson, Thompson, CT

Mr. Guskowski served as Town Planner, Director of Economic Development, and Grants Writer. He wrote grant applications, received, and administered over \$1,000,000 in federal, state and private community development grant projects, and led the revision of Town Zoning Regulations. He led efforts to promote economic growth including the re-use of several old mill properties. In this capacity he also acted as support and advisory staff to Board of Selectmen, Planning & Zoning Commission, Small Cities Advisory Board and Economic Development Commission.

Town Planner/ZEO, Town of Woodstock, Woodstock, CT

Mr. Guskowski developed the scope of newly-created Planning Department in this rapidly developing Northeast Connecticut municipality. He led a comprehensive revision of Subdivision Regulations, implementing progressive cluster development. During his tenure he oversaw upgrades to Town GIS mapping capacity, Zoning Regulations, and Economic Development strategy, and served as the Zoning Enforcement Officer, interpreting and implementing Town Regulations.

Community Development Planner/Policy Analyst

Capitol Region Council of Governments (CRCOG), Hartford, CT

Mr. Guskowski acted as primary researcher, author, editor, and cartographer for comprehensive Regional Plan of Conservation and Development. He also coordinated regional efforts in environmental, agricultural, and land use planning/policy analysis among and beyond the 29 Hartford-area municipalities. He assisted municipal, regional, and nonprofit grant-writing efforts for conservation, open space, farmland viability, and smart growth projects. Mr. Guskowski also served as the interim Director of Planning and Community Development for Town of Ellington, CT

Eastern Connecticut Resource Conservation and Development Area, Inc., Brooklyn, CT

Since 2003, Mr. Guskowski has served as the volunteer President and CEO of this non-profit organization. In this role he has directed board and administrative activities, and overseen procurement and administration of over \$800,000 in community development grants. He has also assisted in development of budget, program management, corporate oversight, and identification of future projects and resources. This position has involved extensive outreach and coordination to lead stakeholder groups in greenway and farmland viability projects, including farmers, local board members, chief elected officials, state representatives, nonprofit staff, and local and state government staff. Mr. Guskowski now also serves on the Board of Directors of both the New England Association of RC&D Councils and the National Association of RC&D Councils.

SPECIAL EXPERIENCE

Award:

**Outstanding Performance
by a Council Member
in the New England Region,
2007 & 2010**
Presented by:
the New England Association
of Resource Conservation &
Development Councils.

The N.E. RC&D Council is an independent, locally-based (nonprofit) (501c3) that focuses on issues regarding community conservation and development and natural resources preservation. For the last several years, John has been serving as Chairman of the Eastern Connecticut RC&D Council.

Appointment:

**Connecticut Farmland Protection
Advisory Board Member
2007-2014**

Appointed to the statewide Board
by State Senate President,
Donald E. Williams
Appointment extended through 2013

This board was created by State Statute in 2007 and is charged with the oversight of the Department of Agriculture and Farmland Preservation Program. Chaired the Community Farms Program sub-committee, which created the format and standards for the newly instituted Department of Agriculture program.

CME ARCHITECTURE, INC. / CME ASSOCIATES, INC.

Architecture • Engineering • Environmental Science • Planning • Land Surveying

CHARLES E. EATON, PE, LEED-AP,
Director of Municipal Services

REGISTRATION

Licensed Professional Engineer
CT, MA, NH, NY & RI

LEED-Accredited Professional
United States Green Building Council

Competent Person
Trenching and Excavation Operations

NICET Level II Inspector

NETTCP Certified Inspector
Hot Mix Paving - Concrete - Soils & Aggregate

Technical Service Provider,
U.S.D.A. / N.R.C.S.

EDUCATION

B.S., Civil and Environmental
Engineering, 1996
University of Connecticut

B.S., Natural Resources
Management and Engineering, 1996
University of Connecticut

PROFESSIONAL AFFILIATIONS

Soil and Water Conservation Society

Association of State Dam Safety Officials

*Hebron Inland Wetlands
and Conservation Commission,
Board Member*

1995-1996, 2001-2006

SPECIAL EXPERIENCE

Presenter,
Storm Water Management & Maintenance
International Erosion Control Association
2013 Conference

Co-writer,
Rhode Island Erosion & Sediment Control
Handbook 2013

GENERAL QUALIFICATIONS

Mr. Eaton is a Professional Engineer with over 18 years of experience in civil engineering. He is an expert in municipal engineering, including site, roadway, storm water, ADA access, building maintenance and construction. Project experience includes the design and construction of roadways, sidewalks, storm water management and treatment systems, water and sewer mains, pump stations, town engineer services, horizontal and vertical construction administration, construction inspection and grant administration.

As the leader of the Municipal Services Group, he is experienced in providing a full array of support to towns, cities and municipal organizations. He once served as the Town Engineer for Killingly and Tolland, Connecticut and currently serves as the Town Engineer for the Towns of Webster and Sturbridge, Massachusetts and Griswold, Connecticut and Consulting Engineer for the Town of Hebron and City of New London, Connecticut. Tasks undertaken as Town Engineer include: preparation of plans, specifications and bidding documents for municipal building and infrastructure projects, providing public bidding, administration and inspection, contractor pay request review and approval, grant administration, review of plans and applications submitted to town boards and commissions, providing expert testimony at public hearings and board and commission meetings.

SERVICES

Municipal

- Plan and project review and administration (peer review)
- Building roof and infrastructure maintenance, repair and replacement; municipal buildings, DPW facilities, schools, sewer and water treatment
- Municipal building programming; fire stations & DPW facilities
- Grant administration (USDA, DECD, STEAP, CDBG, ARRA)
- Peer review of applications & plans to boards and commissions
- ADA accessibility evaluation & review
- Town Engineer/On-Call consulting services
- Sanitary sewer studies and evaluations
- Board and commission agent and representative

Environmental

- State and local permitting for storm water, treated waste water, public wells/water systems
- Non-illicit discharge certification
- Sanitary sewer system review and design
- Storm Water Pollution Prevention Plans (SWPPP)
- Sediment and erosion control plans
- UST removal and replacement

Storm Water

- Drainage system analysis and design
- Expert witness and legal representative for storm water reviews and litigation
- LID analysis, design, plan review and construction inspection
- Storm water management and treatment system design and review
- Analysis of public works storm water management and preparation of storm water ordinances
- Speaker, storm water management and treatment & public works maintenance of storm water systems



CME ARCHITECTURE, INC. / CME ASSOCIATES, INC.

Architecture • Engineering • Environmental Science • Planning • Land Surveying

EVELYN COLE SMITH, RA, AIA, LEED-AP

President, CME Architecture, Inc.

REGISTRATION

Registered Architect
CT, MA, NY, RI

GENERAL QUALIFICATIONS

Evelyn Cole Smith brings more than 30 years of professional experience to her role as Principal and Director of CME's Architectural Group. She is known for her ability to develop appropriate designs and functional solutions that reflect the unique character of each client and user.

After earning her Master of Architecture degree from the University of Colorado in 1983, Ms. Smith spent the first five years of her practice with the Boston architectural firm of E. Verner Johnson and Associates, Inc. where she worked on a variety of museum projects including the Boston Museum of Science and the Smithsonian Institution in Washington, DC.

In 1989, Ms. Smith started her own architectural design firm *Evelyn Cole Smith, Architect*, in Woodstock, CT. After a long, successful relationship serving as a subconsultant to CME on several collaborative projects, Ms. Smith joined our firm in 2003 to provide architectural services as a member of the CME team.

Throughout her professional career, Ms. Smith has worked on a wide variety of architectural projects including residential, healthcare, office and institutional design, with a particular focus on historic restoration and preservation.

SELECTED PROJECT EXPERIENCE

HISTORIC RESTORATION:

- **Groton Monument (1830)**
Remediation and restoration
Fort Griswold State Park,
Groton, CT
- **Danielson Fire Station (1908)**
Masonry repair, roof, gutter
and window replacement
Killingly, CT
- **CT Firemen's Historical Society
Museum (1901)**
Exterior repairs and improvements
Manchester, CT
- **Cady-Copp Homestead (1745)**
Stabilization and preservation
Putnam, CT
- **Eastford Public Library (1847)**
Renovations and technology upgrades
Eastford, CT

- **Chester Corbin Library (1921)**
Renovations and systems upgrades
Webster, MA
- **West Woodstock Library (1840)**
Additions and restoration
of historic law library
Woodstock, CT
- **Potting Shed & Greenhouse (1908)**
Restoration and new systems upgrades
Harkness Memorial State Park,
Waterford, CT
- **Webster Town Hall (1926)**
Façade, roofing, clock tower and
interior restoration
Webster, MA
- **Palmer Memorial Hall (1916)**
Window restoration and roofing
stabilization
Woodstock, CT

LEED-Accredited Professional
United States Green Building Council

Certified Historical Architect
State Historic Preservation Office, CT

EDUCATION

M.S., Historic Preservation, 2012
University of Massachusetts, Amherst

Master of Architecture, 1983
University of Colorado, Denver

B.A., Sociology, 1976
University of Massachusetts, Amherst

PROFESSIONAL AFFILIATIONS

*National Council of Architectural
Registration Boards (NCARB)*

American Institute of Architects

• **Sturbridge Center School (1855)**

Façade improvements, roofing,
accessibility, graffiti removal
Sturbridge, MA

• **Killingly Town Hall (1892)**

Exterior ADA egress compliance
Killingly, CT

• **Greeneville Fire House (1896)**

Façade restoration, code compliance,
new systems upgrades
Norwich, CT

Encourage looped road systems, as opposed to rear lots, dead ends, and cul-de-sacs for emergency response and public safety requirements;

In addition to the above items, CME will conduct an in-depth review of the current zoning regulations from the viewpoint of a developer. CME executes this process regularly with clients to help them locate sites that best suit their purposes. This kind of evaluation involves an analysis to determine the viability of developing a typical property based on regulation requirements. We will perform analysis for two average scenarios: a single family residential subdivision and a multi-family development. Our team estimates the costs of preparing development plans along with required environmental analyses, traffic studies, architectural renderings, and other items that are required in accordance with the regulations. This process functions as a general litmus test that allows us to assess how favorable the regulations are to development and reveals what obstacles they may unintentionally cause. The results will be considered when making modifications to the Town's regulations and policies. CME will coordinate a meeting with the Planning & Zoning Commission to review the results of this exercise and discuss acceptable ways to streamline and facilitate the process for developers.

Public Workshop

CME will coordinate with Town staff to hold a public workshop. The session may include Town administration and/or representatives of other commissions, boards or agencies, in addition to interested members of the general public. CME will work with the Planning and Zoning Commission to prepare an agenda for the session that may be published on the Town's website for public notification. The intent of this session will be to discuss possible subdivision regulation changes and receive community feedback on the Town's current policies and practices. CME will take notes on items discussed, document possible resolutions and record any suggestions or concerns. CME will prepare meeting minutes and submit to Planning & Zoning Commission for public disclosure as needed.

Recommendations

CME will evaluate all of the information gathered and make recommendations on proposed changes to the regulations. Once a draft has been compiled, CME will coordinate a meeting with the Planning & Zoning Commission to present the proposed revisions and additions. The draft text may be read aloud to allow for active participation in the refining of content. Our team will discuss the changes with the Commission and take note of approved text sections, suggested edits or directives for further research or clarification.

Final Draft Development

Based on feedback and direction obtained at this session, CME will prepare the necessary changes and further develop the regulatory revisions. To expedite the process, the revised text may be sent in sections, as completed, for approval. As the sections are finalized and approved, the text will be flowed into a final document created in MS Word format. Upon completion, the semifinal draft of the regulations will be presented to the Planning & Zoning Commission and carefully reviewed for a last round of comments. All edits will be made as directed and a final draft will be submitted to the Planning & Zoning Commission for approval. With approval, CME will produce a negotiated number of hard-copy sets of the document, printed and bound for delivery along with an editable digital files, including draft versions of the Subdivision Regulations and the final revised Subdivision Regulations supplied on CD-ROM as specified in the Request for Proposals.



CME ARCHITECTURE, INC. / CME ASSOCIATES, INC.

Architecture • Engineering • Environmental Science • Planning • Land Surveying

Massachusetts Office:

Satellite Office: MA
50 Elm Street
Southbridge, Massachusetts 01508
508-764-3500

GENERAL INFORMATION

CME is not a subsidiary of any other corporation.

NUMBER OF YEARS IN BUSINESS: 41 (established 1973, incorporated 1986)

NUMBER OF YEARS PROVIDING RELEVANT SERVICES:

- + Planning Services: 13, since 2001
- + Architecture, with focus on Historic Preservation
(including building materials conservation, code analysis, historic research): 31, since 1983
- + Transportation Engineering: 31, since 1983
- + Environmental Services: 41, since 1973
- + Structural Engineering, with focus on Historic Preservation: 31, since 1983

NUMBER OF EMPLOYEES:

As of December 1, 2014, CME employs 59 individuals. In the next two weeks 3 staff will be joining our firm.

CME SERVICES

CME is a multifaceted service firm providing access to some of the most talented and knowledgeable resources in the fields of Architecture, Engineering, Planning and the Environmental Sciences. The CME team is dedicated to continuing education and active participation in peer networks, focus groups and community leadership programs. This ongoing devotion to learning and self-development keeps our staff motivated, competitive and fully-informed of advances in their respective fields of expertise. Our active involvement in community and regional government and trade organizations provides us with valuable insight on market trends, localized issues and upcoming opportunities in our region.

• CIVIL ENGINEERING

CME's Civil Engineering team is comprised of designers, construction inspectors, and multiple professional engineers who are licensed in several states. This team, under the steady guidance of Scott G. Young, P.E., Director of Civil Engineering, has become a sought after municipal consulting team in Eastern Connecticut and Southern-Central Massachusetts. Mr. Young has over 20 years of experience in his field and has served as Town Engineer for the towns of Killingly, CT and Douglas, MA. During his tenure, he has also led the team to develop relationships with the Towns of Woodstock, Thompson, Putnam, Connecticut and Sturbridge and Webster, Massachusetts that have led to multi-year renewals of our on-call engineering consulting contracts. This success comes from an in-depth understanding of the potential and limitations of grant and town-funded projects and from developing an approach that is practical and ever-conscious of budgetary limitations. He consistently works to find the most feasible, enduring solutions that are cost-efficient and best serves the needs of the municipality or agency. The Civil team provides hydraulic and hydrologic engineering, site design, erosion and sedimentation control measures, drainage design and mitigation, bidding assistance, and construction administration services as part of a collaborative effort with other CME divisions.

• ENVIRONMENTAL SCIENCE

Our Environmental Services division is a team of knowledgeable, experienced individuals with a diverse set of skills and expertise. Wayne Bugden, L.E.P., Director of Environmental Services, is a seasoned professional with over 20 years of experience in site studies and remediation. He is a hydrogeologist specializing in Brownfields redevelopment who has worked on soil and groundwater decontamination and pollution prevention programs throughout the eastern United States. His staff consists of a Registered Environmental Manager with over 20 years of experience in O.S.H.A. training and compliance, an expert soil scientist/limnologist/botanist with Ph.D. in Biogeochemistry, and a staff hydrogeologist with O.S.H.A. HAZWOPER certification. Together, the Environmental Services team provides a comprehensive approach for a wide range of issues including site assessment, remediation and compliance; natural resource management; and permitting.

• LAND SURVEYING

CME's Land Surveying team is led by Richard H. Strouse, P.E., L.S. Mr. Strouse is the Vice President of Natural Resource Management and oversees the work of the Land Surveying department. He has been providing geomatic services to private, commercial and municipal entities for over 40 years. This division supplies technical support to the other CME groups and provides boundary, topographic, aerial control, and construction layout surveys to our clients. His group utilizes the latest in land surveying technologies and is versed in GIS and GPS mapping techniques. CME's surveying team also supplies three-dimensional scanning for interior and exterior surfaces to aid in obtaining a higher degree of detail for complex physical mapping and engineering projects.

• MUNICIPAL SERVICES

The Municipal Services group provides design, construction engineering, inspection and administrative services for municipal facilities, transportation structures, ADA-compliant sidewalks, dams, retaining walls, paving and utilities projects. Our experienced staff is directed by Charles Eaton, P.E., LEED-A.P., a Professional Engineer

Contract for Services



Architecture
Engineering
Planning
Land Surveying
Environmental
Services

March 3, 2015

Mr. Robert Skinner
Chief Administrative Officer
Town of Canton
4 Market Street, PO Box 168
Collinsville, CT 06022
Sent Via Email: npade@townofcanton.org

RE: **CME Proposal No. 2448**
Town of Canton Subdivision Regulations
Canton, CT

Dear Mr. Skinner,

Thank you for giving CME the opportunity to perform consulting services for your above referenced project. This contract consists of the attached documents including the Request for Proposals for Rewrite of the Town of Canton Subdivision Regulations and CME Associates, Inc.'s Response to Request for Proposals along with our Agreement for Services.

Project Understanding

CME Associates, Inc., understands that the Town of Canton seeks to develop, in addition to the Subdivision Regulations described in the RFP scope, a more robust set of public improvement construction specifications for use by both applicants and the Town of Canton Department of Public Works. The Town of Canton understands that in order to provide this additional product, CME's scope of services will be modified to de-emphasize public involvement in the development and promotion of the Subdivision Regulations. Following introductory and information-gathering meetings with PZC and Public Works staff, this project will be managed by a technical advisory group of Town staff and key Commissioners. It is anticipated that the majority of CME's efforts on this project will be focused on research and drafting of Regulations and Standards, with focused input and review by the Technical Advisory Group.

Based on this understanding, we have developed the proposed scope of services and associated fees for performing this work as detailed below.

Scope of Services

Services will be performed as listed in CME's Response to Request for Proposals.

☎ 860.928.7848
🌐 www.cmeengineering.com
🏠 32 Crabtree Lane, P. O. Box 849, Woodstock, CT 06281

Assumptions & Clarifications

- At this time, it is our understanding that the Town of Canton has an approved budget of \$13,000.00. The total project cost (including modifications) will be \$33,000.00. The Town anticipates this additional funding to become available in several months.

Fee Proposal & Timeframe

This project will be performed on a lump sum basis and will be billed per the tasks as stated in our Response to Request for Proposals. CME will begin work without full funding and bill monthly based on percentage of completion. When we have reached the limit of available funding (\$13,000.00), we will pause and continue work on the project when additional funding is in place. If the Town of Canton prefers to wait until full funding is in place before beginning this project, CME will wait for such notification before proceeding with the services.

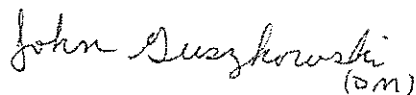
This work will be billed in accordance with the terms and conditions of our agreement for services as attached to this proposal, as will any additional work requested of CME.

Terms & Conditions

Please refer to the attached agreement for service which outlines the terms and that will govern this work. If you would like to proceed with this work, please sign, date and return one copy of this agreement in its entirety along with the requested retainers. CME accepts credit card charges, if you wish to pay for a portion or all of the work using a major credit card. Upon receipt of the signed agreement, I will contact you to coordinate the work. This proposal will remain valid for a period of 30 days.

Please feel free to contact me with any questions regarding this proposal or the attached agreement. We look forward to working with you.

Sincerely,


(DM)

John Guskowski, AICP, ENV-SP
Director of Planning Services

cc: CME File