



RECEIVED

CITY OF AMESBURY 20 FEB -3 PM 1:58
IN THE YEAR TWO THOUSAND EIGHTEEN

AMESBURY CITY CLERK

SPONSORED BY:

Kassandra Gove

Kassandra Gove, Mayor

BILL No. 2020-042

An Order to accept a Municipal Vulnerability Preparedness (MVP) Grant from the Commonwealth of Massachusetts Office of Energy & Environmental Affairs (EOEA)

Summary: This grant is a follow-up to the initial (MVP) Program applied for and won by the City in 2019 designating Amesbury as an MVP community. The purpose of the Grant is to update the City's existing Open Space Plan to conform to the sustainability, climate resiliency, and climate change goals of the MVP. The amount of the grant is \$50,038.52 (\$37,500.00 from EOEA and \$12,538.52 accounted for as in-kind services from the City).

Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:

That the City of Amesbury accepts a MVP grant from the Commonwealth of Massachusetts EOEA in the amount of \$50,038.52 (\$37,500.00 from EOEA and \$12,538.52 as in-kind services from the City.)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: City of Amesbury		COMMONWEALTH DEPARTMENT NAME: Executive Office of Energy and Environmental Affairs MMARS Department Code: ENV	
Legal Address: (W-9, W-4): 62 Friend Street, Amesbury, MA 01913		Business Mailing Address: 100 Cambridge Street – Suite 900 Boston, MA 02114	
Contract Manager: Thomas Barrasso, Director of Energy & Environmental Affairs	Phone: (978) 388-8110 ext. 314	Billing Address (if different):	
E-Mail: barrassot@amesburyma.gov	Fax:	Contract Manager: Kara Runsten	Phone: 617-626-7826
Contractor Vendor Code:		E-Mail: kara.runsten@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD____ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: ENV 20 MVP 02	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$37,500.			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); ___only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Open Space and Recreation Plan Update			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations. 			
CONTRACT END DATE: Contract performance shall terminate as of <u>30 June, 2020</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)		X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: _____		Print Name: _____	
Print Title: _____		Print Title: _____	

FY20 MVP Action Grant Scope Template

Project Task Description	Deliverables	Due Date	Grant	Match	Total
Tasks to be Completed by June 20, 2020					
Task 1: Project Planning/ Public Participation	SEE SCOPE OF SERVICES IN ATTACHMENTS and OSRP TIMELINE (p. 18) FOR GREATER DETAIL				
Sub-task 1.1 Project kick-off meeting with City, EEA, and Consultant	Project kick-off meeting, meeting notes, sign-in sheet	2/3/2020	\$ 1,520.00	\$ 1,287.69	\$ 2,807.69
Sub-task 1.2 Public meetings & OSC involvement	4 committee meetings, 2 public meetings, meeting notes, sign-in sheet	6/30/2020	\$ 3,440.00	\$ 3,134.58	\$ 6,574.58
Sub-task 1.3			\$ -	\$ -	\$ -
Total Task 1 Cost			\$ 4,960.00	\$ 4,422.27	\$ 9,382.27
Task 2: Data Collection, Review & Summary					
Sub-task 2.1 Data Collection and Review	List of requested information provided to city of Amesbury	2/3/2019	\$ 2,840.00	\$ 1,492.49	\$ 4,332.49
Sub-task 2.2 Data Summary	Summary of updated information provided to city of Amesbury	5/1/2020	\$ 7,360.00	\$ 1,082.89	\$ 8,442.89
Sub-task 2.3			\$ -	\$ -	\$ -
Total Task 2 Cost			\$ 10,200.00	\$ 2,575.38	\$ 12,775.38
Task 3: Preparation of Draft Maps					
Sub-task 3.1 Preparation of Draft Maps	Draft maps provided to city of Amesbury	5/1/2020	\$ 3,680.00	\$ 1,082.89	\$ 4,762.89
Sub-task 3.2			\$ -	\$ -	\$ -
Sub-task 3.3			\$ -	\$ -	\$ -
Total Task 3 Cost			\$ 3,680.00	\$ 1,082.89	\$ 4,762.89
Task 4: Draft Report Preparation					
Sub-task 4.1 Draft Report	Draft Report provided to city of Amesbury	5/1/2020	\$ 10,320.00	\$ 1,911.84	\$ 12,231.84
Sub-task 4.2			\$ -	\$ -	\$ -
Sub-task 4.3			\$ -	\$ -	\$ -
Total Task 4 Cost			\$ 10,320.00	\$ 1,911.84	\$ 12,231.84
Task 5: Final Report and Mapping					
Sub-task 5.1 Final Report and Mapping	Final Report and Maps provided to city of Amesbury and to EEA	6/30/2020	\$ 5,500.00	\$ 1,017.93	\$ 6,517.93
Sub-task 5.2 Case Study/Lessons Learned/Project Photos Powerpoint	Case Study/Lessons Learned/Project Photos Powerpoint Submitted to City, OSNRT Committee and to EEA	6/30/2020	\$ 2,840.00	\$ 541.44	\$ 3,381.44
Sub-task 5.3			\$ -	\$ -	\$ -
Total Task 5 Cost			\$ 8,340.00	\$ 1,559.38	\$ 9,899.38
Task 6: MVP Reporting					
Sub-task 6.1 Monthly Reporting	Monthly Reports provided to city of Amesbury and to EEA	See OSRP Timeline on p. 18 of grant application form	\$ -	\$ 986.77	\$ 986.77
Sub-task 6.2			\$ -	\$ -	\$ -
Sub-task 6.3			\$ -	\$ -	\$ -
Total Task 6 Cost			\$ -	\$ 986.77	\$ 986.77
Required Task X:					
Sub-task X.1 Prepare Case Study Draft (template provided)	Draft case study report, 1-2 powerpoint slides with project photos	6/15/2020	N/A	N/A	N/A
Sub-task X.2 Prepare Final Case Study (template provided)	Final case study report, 1-2 powerpoint slides with project photos	6/15/2020	N/A	N/A	N/A
TOTAL PROJECT COST FY20			\$ 37,500.00	\$ 12,538.52	\$ 50,038.52
TOTAL PROJECT COST OVERALL			\$ 37,500.00	\$ 12,538.52	\$ 50,038.52

Scope of Services
FY20 EEA Municipal Vulnerability Preparedness Program – Action Grant
City of Amesbury
January 27, 2020

Contractor:

Thomas Barrasso
62 Friend Street
Amesbury, MA 01913
(978) 388-8110 ext. 314
barrassot@amesburyma.gov

Project Title

Open Space and Recreation Plan Update

Summary

*The Town of Amesbury will prepare a 2020-2027 Open Space and Recreation Plan (OSRP). This will include updating the information from the draft 2012-2019 OSRP and integrating climate resiliency into the OSRP process with a focus on nature-based solutions and education and community outreach. **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 - \$37,500

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:

FINAL

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.



CITY OF AMESBURY
IN THE YEAR TWO THOUSAND TWENTY

SPONSORED BY: Mayor Gove **BILL No.**

An Order to *Accept a grant from the Massachusetts Executive Office of Energy & Environmental Affairs*

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Be it Ordained by the City Council of the City of Amesbury assembled and by the authority of the same, as follows: *[Enter full text here]*

[Attach relevant supporting documentation for the Order prior to submitting for Mayor's signature]