



TRORC received 4/7/2021

626304F1
April 7, 2021

Rita Seto
Two Rivers-Ottauquechee Regional Commission
128 King Farm Road
Woodstock, VT 05091

Oxbow Unified Union School District
36 Oxbow Drive
Oxbow, VT 05033

SUBJECT: Bradford STP TP19(9)

Dear Ms. Seto:

Please find enclosed Invoice Number 421015 for the period February 26, 2021 through March 25, 2021 in the amount of \$1,537.58. Also attached is the project status report for the same period.

I certify that during the period covered by the payroll, all personnel listed were gainfully employed in service to the Oxbow Unified Union School District, and their classification, rates of pay, hours worked, and amount earned is a true and accurate report.

If you have any questions or require additional information, please do not hesitate to contact me at (802) 728-7238. DuBois & King, Inc. appreciates the opportunity to work with VTrans on this important project.

Sincerely,
DuBois & King, Inc



Chris Sargent, AICP, CFM
Project Manager



Bradford STP TP19(9)

Consultant's Monthly Progress Report

Month of March 2021

Project Name: Oxbow Community Connects
Project Number: STP TP19(9)
DuBois & King Project ID: 626304F1

Consultant's Name: DuBois & King, Inc.
Consultant's Address: 28 N. Main St
Randolph, VT 05060

Project Status

Current Status

- Preparing final report and incorporating comments.

Task #1:

- Held project Kickoff meeting via Zoom, Wednesday, June 17, 2020 @ 3:00pm

Task #2: Existing Conditions

- Developed existing conditions base maps
- Incorporated Existing Conditions into StoryMap format
- Completed existing conditions data analysis

Task #3: Public Engagement

- Met with PMT members to discuss engagement approach via Zoom, Friday, August 14, 2020 @ 9:30am
- Distributed meeting notes to PMT
- Developed StoryMap, Public Survey and Outreach Materials. Distributed for comment.
- Opened public survey on 9/9/2020
- Held Local Concerns Meeting via Zoom, Wednesday September 23, 2020 @ 6:00pm
- Closed survey

Task #5: Develop Concept Alternatives

- Refined project alternatives based on alternatives meeting

Task #7: Utility Conflicts

- Identified utility conflicts

Task #8: Preliminary Cost Estimates

- Developed preliminary cost estimates for preferred alternative



Task #9: Alternatives Presentation

- Developed alternatives presentation materials
- Held public alternatives review meeting via Zoom, Thursday, January 7 @ 6:00pm

Task #12: Final Report

- Existing Conditions chapters completed
- Basic final report structure created
- Final report drafted and submitted to VTrans & Steering Committee

Task #13: ARA analysis

- Historic and Archeological Resources Analysis Completed

Problems Affecting Project: None

Items Requiring Client Resolution: None



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Project: Bradford STP TP19(9)
 Invoice #: 421015
 Date: April 7, 2021

For professional services rendered for the period of February 26, 2021 through March 25, 2021

Description	Current Invoice	Previously Billed	Total Billed To Date	Contract Amount
Engineering Phase				
Direct Labor	\$ 584.63	\$ 7,939.17	\$ 8,523.80	\$ 9,587.50
Overhead @ 163.25%	\$ 952.95	\$ 12,451.84	\$ 13,404.79	\$ 15,627.63
Fixed Fee 0%	\$ -	\$ -	\$ -	\$ -
Direct Expense Costs	\$ -	\$ -	\$ -	\$ 326.37
Subconsultant		\$ 3,749.87	\$ 3,749.87	\$ 3,779.50
Subtotal	\$ 1,537.58	\$ 24,140.88	\$ 25,678.46	\$ 29,321.00

Phase of Work	Phase Value	% Phase Complete
Task 1 Project Kickoff Meeting and Site Visit	2.0%	100.00%
Task 2 Existing Conditions / GIS Basemap	9.0%	100.00%
Task 3 Public Engagement	9.0%	100.00%
Task 4 Identify Land Use Context	3.0%	100.00%
Task 5 Develop Concept Alternatives	28.0%	96.00%
Task 6 Identify ROW Issues	3.0%	90.00%
Task 7 Identify Utility Conflicts	3.0%	90.00%
Task 8 Identify Natural & Cultural Resources/Permitting Requiremen	1.0%	90.00%
Task 9 Alternatives Presentation	10.0%	60.00%
Task 10 Develop Preliminary Cost Estimates	4.0%	100.00%
Task 11 Project Implementation Timeline and Funding	5.0%	50.00%
Task 12 Report Production & Presentation	10.0%	90.00%
Hartgen	13.0%	100.00%
Overall Project Completion		90.68%



Attn: Cromack, Terry
Re: Oxbow Bradford STP TP19(9)

April 7, 2021
Invoice No: 421015
Project No: 626304F1

Oxbow Unified Union School District
36 Oxbow Drive
Oxbow, VT 05033

TERMS: Net 30 days from invoice date, 1.5% per month charged thereafter.
For Services Rendered Through 3/25/2021

Professional Services	Rate	Hours	Amount
05 - Alternatives			
Proj. Manager/Sr. Engineer I	\$39.30	1.50	\$58.95
		<u>1.50</u>	<u>\$58.95</u>
07 - Utility Conflicts			
Proj. Manager/Sr. Engineer II	\$43.35	4.50	\$195.08
		<u>4.50</u>	<u>\$195.08</u>
11 - Implementation Timeline & Funding Strategy			
Staff Engineer/Sr. Designer I	\$27.55	12.00	\$330.60
		<u>12.00</u>	<u>\$330.60</u>
			<u>\$584.63</u>
			<u>+ 163.00% Overhead</u> \$952.95
			<u>Total Labor Costs</u> \$1,537.58
			<u>+ 0.00% Fixed Fee</u> \$0.00
Total Professional Service Fees			\$1,537.58

Invoice Amount

\$1,537.58

Please remit payment to: PO Box 339, Randolph, VT 05060

ok to pay
RS 4/10/21

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
321058	3/12/2021	\$9,024.44	\$0.00	\$0.00	\$0.00	\$9,024.44
Invoice # 321058		\$9,024.44	\$0.00	\$0.00	\$0.00	\$9,024.44
Total Prior Billing		\$9,024.44	\$0.00	\$0.00	\$0.00	\$9,024.44