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WATERBURY
Development Corporation

February 11, 2016

Honorable Board of Aldermen
c/o Michael Dalton- City Clerk
235 Grand Street
Waterbury, CT 06702

Re: Project Authorization Letter
Mad River Redevelopment Corridor
Master Municipal Agreement between Waterbury Development Corporation and the City of Waterbury Dated February 12, 2014

Dear Honorable Board Members:

Attached for your review and approval is a Project Authorization Letter (PAL) for the management of the Mad River Redevelopment Corridor (Project). Per the Master Municipal Agreement (MMA) dated February 12, 2014, the City may issue to Waterbury Development Corporation (WDC) a Project Authorization Letter (PAL) designating WDC as Program Administrator or Project Manager on a Project basis.

WDC will coordinate with various Licensed Environmental Professionals to develop a strategy for the corridor, and any and all services identified in the attached PAL and its Exhibit A.

If there are any questions please do not hesitate to contact me at 203-346-2607 x 7286.

WATERBURY CITY CLERK
RECEIVED
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Respectfully Submitted,

Todd M. Montello

Todd M. Montello
Chief Executive Officer
Waterbury Development Corporation

February 10, 2016

The Waterbury Development Corporation
83 Bank Street, 3rd Floor
Waterbury, CT 06702
Attn: Mr. Todd M. Montello

RE: Project Authorization Letter
Mad River Redevelopment Corridor
Master Municipal Agreement between Waterbury Development Corporation and the City of Waterbury Dated February 12, 2014

Dear Mr. Montello:

On February 12, 2014, the City of Waterbury (City) and the Waterbury Development Corporation (WDC) entered into a Master Municipal Agreement for the Management of Projects. This Project Authorization Letter (PAL) is hereby issued pursuant to the Master Municipal Agreement.

The Waterbury Development Corporation shall be responsible for the project management services for the Mad River Redevelopment Corridor Projects (hereinafter "Project"), as more specifically set forth in Exhibit A, attached hereto and made a part of this PAL. WDC shall commence work on this Project upon the receipt by the City of this PAL signed by WDC along with all necessary documents and insurance coverage as required by the Master Municipal Agreement. WDC shall perform all services set forth herein and as set forth in the Master Municipal Agreement pursuant to Exhibit A.

Funding for the initial phase of this Project is provided by funds remaining, at the time of execution of this PAL, in the: **$400,000.00** 2012 Brownfields Assessment and Cleanup Program Cooperative Agreement (Grant Number BF-96168301) from the US Environmental Protection Agency; **$1,448,750.00** Community Development Block Grant (CDBG) and the Neighborhood Initiative Grant or the Economic Development Initiative from the U.S. Department of Housing and Urban Development (HUD), under Title I of the Housing and Community Development Act of 1974, as amended; **$2,000,000.00** Financial Assistance for Abatement, Demolition, Remediation and Re-use for 313 Mill Street from the Department of Economic and Community Development (DECD), **$500,000.00** Mad River Development Project Regional Brownfield "Pass through" Grant from DECD via the Valley Council of Governments; and the recently awarded **$140,000.00** Brownfield Area Wide Revitalization Plan (BAR) Grant from DECD for the purpose of planning and redevelopment of the Mad River Redevelopment Corridor.

WDC is hereby given authorization to apply for, on behalf of the City of Waterbury, additional Federal and/or State funding that may be available to complete these Projects.

WDC shall be compensated for Project Management Services in the not to exceed amount allowed by City, Federal and/or State funding for services provided. If additional Federal and/or State funds are secured by WDC and/or City of Waterbury for completion of this Project, WDC shall be compensated an additional amount not to exceed that amount allowed by said Federal and/or State funding for services provided.

Payment to WDC shall be made (a) pursuant to authorization by the City after the review and final approval of WDC's requests for draw–downs against grant and program funds allocated to the City pursuant to the Master Municipal Agreement; and/or (b) pursuant to any Federal and/or State funding agreements for funds allocated directly to WDC on behalf of the City of Waterbury for the Project. In addition, any reimbursement for actual expenditures will be in accordance with the terms of the Master Municipal Agreement. Compensation and costs contained in this PAL shall not exceed the amount set forth without first obtaining written permission from the City.

Please indicate your concurrence with this PAL by signing below and returning a copy to the City of Waterbury. Submission of the written acknowledgement of the PAL by facsimile or electronic transmission is acceptable. The Master Municipal Agreement will be incorporated into this PAL and shall together contain the legal and binding obligations of the WDC with respect to the management of this Project.

Very truly yours,

Neil M. O'Leary
Mayor, City of Waterbury

Accepted and agreed this _____ day of _____, 2016.

By:

_____
Todd M. Montello
Chief Executive Officer- Waterbury Development Corporation

EXHIBIT A
Mad River Redevelopment Corridor Project
Scope of Services

General Overview

This Project will likely involve the creation of an overall municipal development plan, assessments, and abatements of various properties located along the Mad River Redevelopment Corridor. Assessments & Abatement will likely include the survey of existing conditions, property boundary, topographic and flood surveys, structural analysis of existing buildings, hazardous building material assessments, Phase I, II and III Environmental Site Assessments/Investigations, Remedial Action Plans, and other environmental reports, creation of conceptual development plans for any or all of the properties within the Project area, tank removals/closures, demolition & debris removal/disposal and site specific Remediation. In addition, WDC may assist the City in marketing specific properties for redevelopment. Specific Properties in this Mad River Redevelopment Corridor include: 835 South Main Street, 272 River Street, Lot 19 Mill Street, 313 Mill Street and 777 South Main Street, 698 South Main Street and 1046/1056 South Main Street.

WDC shall:

1. Work with City staff to create a re-development strategy, which may include the creation of an overall municipal development plan for this Project, shepherd this strategy/plan through approval process and implement and oversee all activities mandated by this strategy/plan;

2. Work with the City's Director of Finance, or his designee, to determine the cash flow needs of this Project;

3. Liaise with stakeholders including the City and the Project's consultants, engineers and contractors regarding various aspects of this Project;

4. Work with the City's Purchasing Department to procure all necessary professional (environmental, planning, landscape architectural, etc.), engineering and/or construction services for this Project;

5. Work with City on the bid/proposal/qualification evaluation process to ensure that all submission requirements are accounted for and that the most qualified/capable respondent is selected;

6. Evaluate submitted value engineering proposals with the City to identify options for obtaining optimum value and otherwise realize maximum value;

7. Attain all requisite approvals, clearances, consultant/contractor documentation, etc. for any/all professional service, engineering and/or construction agreements, contracts, and/or purchase orders and maintain copies of all associated paperwork;

8. Contract, on behalf of the City of Waterbury, with all necessary professionals, engineers and/or contractors for this Project;

9. On behalf of the City of Waterbury, enter into confidentiality, access or other agreements, with or without options to buy, as needed for this Project;

10. Manage the day-to-day activities of this Project on the City's behalf;

11. Oversee/Review the work of consultants, engineers and contractors to ensure compliance with terms and conditions of contracts, agreements, and/or purchase orders and perform all other obligations and responsibilities of the City's Project Manager as delineated in any agreement, contract and/or purchase order that the City and/or WDC may enter into for this Project;

12. Inform/Advise the City about the design, cost/budget, schedule, status, etc. of all work associated with this Project. This will likely include the review of the following:
    a. Environmental assessment/abatement/remediation plans (hazardous building material, soil, groundwater, etc.)
    b. Environmental and geotechnical sampling plans and results
    c. Work plans
    d. Health and safety plans
    e. Architectural/Construction/Site/Re-development plans
    f. Demolition plans
    g. Grading and drainage plans
    h. Excavation plans
    i. Structural plans
    j. Zoning regulations
    k. Technology plans
    l. Security plans
    m. Technical specifications
    n. Work schedules
    o. Agreements/Contracts/Purchase Orders for professional, engineering and construction services
    p. Confidentiality/Access Agreements

13. Obtain and maintain all closeout documentation (reports, warranties/warranty letters, as-built drawings, etc.);

14. Assist in the preparation and presentation of all materials, forms and reports required on the part of the City;

15. Make presentations to and appear before the Waterbury Board of Aldermen and/or other boards, committees or departments, as requested, to provide requested information or to provide status reports, with supporting documentation, which shall include, but is not limited to, budgetary and accounting information, project schedules and updates; and

16. Pursue additional funding opportunities that may become available that are consistent with and comply with City Ordinances.