

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD  
ARLINGTON, VIRGINIA 22201

**NOTICE OF CONTRACT RENEWAL**

TO: Vermont Energy Investment Corp  
128 Lakeside Avenue, Suite 401  
Burlington, VT 05401

DATE ISSUED: October 24, 2018

CONTRACT NO: 17-013-RFP-4

CONTRACT TITLE: Energy Analysis and Energy Policy Consulting

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**THIS IS A NOTICE OF CONTRACT RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

This is your notice that the above referenced contract has been renewed. The "Contract Term" covered by this Notice of Contract Renewal is effective January 1, 2019, and expires December 31, 2019, subject to any modifications as provided for in the Contract Documents.

The Contract Documents consist of the terms and conditions of Arlington County Agreement No. 17-013-RFP-4, including any exhibits, attachments or amendments thereto.

**CONTRACT PRICING:**

1. REFER TO ARLINGTON COUNTY AGREEMENT NO. 17-013-RFP-4
2. SEE ATTACHED RENEWAL TERM PRICE(S)

**ATTACHMENT/S:**

1. ARLINGTON COUNTY AGREEMENT NO. 17-013-RFP-4
2. PRICING EFFECTIVE January 1, 2019

**EMPLOYEES NOT TO BENEFIT:**

NO COUNTY EMPLOYEES SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

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**VENDOR CONTACT:** Emily Levin

**TELEPHONE NO:** (802) 540-7694

**EMAIL ADDRESS:** e Levin@veic.org

**COUNTY CONTACT:** John Morrill

**TELEPHONE NO:** 703-228-4426

**EMAIL ADDRESS:** JMorrill@arlingtonva.us

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**CONTRACT AUTHORIZATION**



Igor Scherbakov  
Procurement Officer

## John Jefferson

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**From:** Emily Levin <elevin@veic.org>  
**Sent:** Tuesday, October 2, 2018 8:20 PM  
**To:** John Jefferson  
**Cc:** John Morrill; Igor Scherbakov  
**Subject:** RE: Arlington County Contract No. 17-013-RFP-4 for Energy Analysis and Energy Policy Consulting  
**Attachments:** County Board of Arlington County COI.PDF

Hi John,

VEIC will be maintaining our prices and will not request any price adjustment for 2019. A new insurance certificate is attached to this email. Please let me know if you need anything further to continue our contract for 2019.

We look forward to the opportunity to support Arlington County's energy efficiency programs in the coming year.

Best,  
Emily

### Emily Levin

Managing Consultant, Innovative Programs  
VEIC  
128 Lakeside Avenue  
Burlington, VT 05401  
Direct: 802-540-7694  
[elevin@veic.org](mailto:elevin@veic.org)  
[www.veic.org](http://www.veic.org)  
Connect on [Twitter](#) and [Facebook](#)

**From:** John Jefferson [mailto:jjefferson@arlingtonva.us]  
**Sent:** Monday, September 17, 2018 2:41 PM  
**To:** Emily Levin <elevin@veic.org>  
**Cc:** John Morrill <JMorrill@arlingtonva.us>; Igor Scherbakov <ischerbakov@arlingtonva.us>  
**Subject:** Arlington County Contract No. 17-013-RFP-4 for Energy Analysis and Energy Policy Consulting

Emily:

Arlington County Contract No. 17-013-RFP-4 for Energy Analysis and Energy Policy Consulting, between your firm and Arlington County, Virginia, expires on **December 31, 2018**.

The terms of the original contract specification allow price increases for the next year of the contract up to the percentage in the Department of Labor, Consumer Price Index, Unadjusted, All Items (CPI-U) for the twelve month period ending October, 2017. The Maximum percentage change allowed for the next year is 2.0%.

If you maintain existing prices for the next year, the contract will be automatically renewed, pending a review and approval of the documents submitted. Requests for price increases are subject to a review for reasonableness and the County reserves the right to cancel the contract if the proposed price increase does not reflect market conditions or your request exceeds the allowable contract CPI-U percentage change.

Please insert your proposed prices on the attached form (not to exceed a 2.0 % increase for any single item).

A new Insurance Certificate detailing all of the coverages and endorsements specified in the contract is also required to be submitted with your response. To avoid delays in approval, please advise your insurance agent to provide at least the same coverage as approved last year by the County.

AGREEMENT NO. 17-013-RFP-4  
ATTACHMENT B  
CONTRACT PRICING

Contractor shall perform the Work at the following fully loaded hourly rates for the Initial Contract Term:

<b>Vermont Energy Investment Corporation</b>	<b>2018 Hourly Rate</b>
<b>Director, Executive Level</b>	\$200
<b>Director</b>	\$190
<b>Principal Consultant</b>	\$185
<b>Managing Consultant</b>	\$175
<b>Senior Consultant</b>	\$160
<b>Consultant; Lead Analyst</b>	\$150
<b>Senior Analyst</b>	\$140
<b>Analyst</b>	\$120
<b>Administrative Coordinator</b>	\$98

Note: All VEIC rates are fully burdened rates that include all direct salary costs, benefits, fringes, overhead, and fees

Any reimbursable expenses must be pre-approved by the Project Officer in accordance with paragraphs 8 and 9 of the Agreement, and will be billed at cost, no markup or overhead is allowed.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Richards Group 48 Harris Place PO Box 820 Brattleboro VT 05302	<b>CONTACT NAME:</b> Amber Brown <b>PHONE (A/C, No, Ext):</b> (802) 254-6016 <b>FAX (A/C, No):</b> (802) 254-7110 <b>E-MAIL ADDRESS:</b> abrown@therichardsgrp.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Vermont Energy Investment Corporation 128 Lakeside Avenue, Suite 401 Burlington VT 05401	<b>INSURER A:</b> Charter Oak Fire Insurance Co <b>INSURER B:</b> Travelers Property Casualty Co of America <b>INSURER C:</b> The Standard Fire Insurance Co <b>INSURER D:</b> ARC Excess & Surplus of New England, LLC <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 25615 25674 19070

**COVERAGES**      **CERTIFICATE NUMBER:** 18/19 GL BA WC UMBR      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSP	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			P-630-8J523810-COF-18	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 50,000	
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			P-810-8J548054-TIL-18	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-8J561328-18	09/01/2018	09/01/2019	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB8J510076	09/01/2018	09/01/2019	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
D	Professional Liability Retro 3/1/2000 P&P 1/31/2018			G24251147 008	09/01/2018	09/01/2019	Each Claim \$5,000,000 Aggregate \$5,000,000 Retention Each Claim \$25,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

County Board of Arlington County  
 2100 Clarendon Boulevard  
 Suite 500  
 Arlington VA 22201

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
*Catherine M. Conner*

## Additional Named Insureds

### Other Named Insureds

Commons Energy LLC	Doing Business As
DC SEU:	Doing Business As
Efficiency Smart	Doing Business As
Efficiency Vermont	Doing Business As
Lakeside Solar LLC	Limited Liability Company, Doing Business As
Sun Shares LLC	Limited Liability Company, Doing Business As