



*Chocorua Village Safety Improvements  
Completed in 2014*



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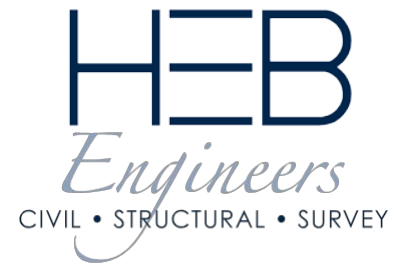
### *Section 3: Experience at a Glance*

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September 29, 2017

Matthew Garside, Town Manager  
Town of Poland  
1231 Maine Street  
Poland, ME 04274



Re: Poland Municipal Center Engineering Services

Dear Mr. Garside and Members of the Select Board,

If you are looking for an engineering firm who has the in-house expertise to complete your Municipal Center rehabilitation project and has successful experience with municipally managed projects, **HEB Engineers, Inc.** is your answer. We have provided similar services to numerous municipalities and we would be thrilled to work with you on this project. At HEB, each project is unique. Our approach for this project is to combine HEB's strong engineering and project development expertise with background knowledge and experience. The team of HEB and Jones Associates, Inc. has vast array of experience with municipal infrastructure reconstruction projects. The HEB team is very well suited for this project.

Our team has completed many municipal revitalization projects and we understand how a successful restoration project is conducted. We believe that community and stakeholder involvement is essential to project success and we strive to include as much input and participation in the process as possible. We also take into consideration the unique character of each project location, historical and environmental significance, and overall community expectations. **Our experience has shown that the best way to ensure public support of a community project is to hold informational meetings early in the process.**

We have served municipalities for over 40 years. We are well-experienced working municipal infrastructure projects such as this one, meeting state and federal requirements, and providing excellent client service. For the design team, **Colin Dinsmore, PE**, will serve as **Project Manager** and will be your main point of contact from predesign through project closeout. **Jay Poulin, PE**, will serve as **Principal in Charge/Quality Assurance Reviewer**. Both of which are MaineDOT LPA certified.

We hope you consider the following advantages of the HEB team:

- HEB's municipal infrastructure design and construction administration is strong. We recently completed state funded roadway reconstruction projects in Randolph and Berlin, NH, and a federally funded project in Tamworth, NH that included traffic calming measures and lighting design. We are currently working on a streetscape design project in Bridgton, ME, the reconstruction of Route 16 in Berlin, NH, and the Sandogardy Pond Road Reconstruction in Northfield, NH.
- Additionally, **Jones Associates, Inc.** will provide boundary and topographical surveying services necessary for the Project's design. Jones Associates has worked in the Town of Poland on previous projects and will utilize previously gathered survey information whenever possible.
- While not specifically requested in the RFP, we recognize that landscape plans will be an important component to a successful revitalization of the Town Municipal Center. Therefore, we have included an option to add **Terrence J. DeWan and Associates** to the Team to provide landscape plans specifying planting species and materials. TJDA worked with the Town on the original Master Plan, so they are well-versed in the concept design and needs of the Town.
- **The HEB team is qualified to provide all of the services needed for this project.**

The following pages will give you an overview of our qualifications and examples of recent and pertinent project experience. You will also find a summary of our working process and contact information for several of our relevant project clients. We strongly urge you to contact them about our services and project outcomes.

From all of us at HEB, thank you for considering our team for this project. We look forward to hearing from you.

Sincerely,  
**HEB Engineers, Inc.**

Colin Dinsmore, PE  
Senior Civil Engineer

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**HEB Engineers, Inc. • [www.hebengineers.com](http://www.hebengineers.com)**

**New Hampshire:** Office (603) 356-6936 • Fax (603) 356-7715 • PO Box 440 • 2605 White Mountain Highway • No. Conway, NH 03860  
**Maine:** Office (207) 803-8265 • PO Box 343 • 103 Main Street • Suite 6 • Bridgton, ME 04009

**REQUEST FOR PROPOSALS FOR  
Poland Municipal Center Engineering Services**

**BID FORM - 2017**

Company Name: HEB Engineers, Inc.

Primary Contact: Colin Dinsmore, PE Primary Phone: (207) 803-8265

Address: PO Box 343, 103 Main Street Suite 6, Bridgton, ME 04009

E-Mail Address: cdinsmore@hebengineers.com

	Unit Price
<b>Boundary Survey</b>	\$5,100
<b>Partial Topographic Survey</b>	\$4,400
<b>Grading and Drainage Plan</b>	\$2,700
<b>Storm Water Management Plan (if needed)</b>	\$7,950
<b>Summary of Required Coordination/Permits of Road Connections/Access Removal with MDOT</b>	\$1,450
<b>Underground Utilities Plan</b>	\$2,350
<b>Brief(s) to Select Board and Public Hearing (if required)</b>	\$2,750
<b>Phasing Plan</b>	\$2,050
<b>Total Cost</b>	<b>\$28,750</b>

**INSURANCE:** Include proof of standard liability insurance, which names the Town of Poland as an additional insured in an amount no less than \$1,000,000 for each company.

*As an additional service, HEB can add Terrence J. DeWan and Associates to the Project Team to provide Landscape Design in addition to the outlined Scope of Work. If desired, these tasks can be added for an additional fee of \$5,175.*

## An Employee-Owned Firm



HEB Engineers, Inc. was founded in 1974 with a dedication to excellence and client service in the fields of engineering and surveying. Throughout the years, we have built a reputation for high-quality services and a commitment to our clients, staff, and community. This dedication flourishes today as we continue to provide our clients with efficient and effective solutions.

Guided by our dedication to excellence and service, HEB has grown steadily over the years into a diversified consulting firm with offices in North Conway, NH and Bridgton, ME. Today's well-established civil, structural, and surveying groups are each staffed by a principal or senior project manager, along with supporting engineers and surveyors who are licensed in their various disciplines. We take pride in our staff and our proven ability to provide innovative and cost-effective designs and solutions. **HEB offers a full range of civil, structural, and surveying services** to commercial, industrial and government entities, as well as architects, developers, and individuals. All design work takes place in our North Conway and Bridgton offices, with the exception of on-site construction observation services and the work of our consultants.

### Civil Engineering Services:

- Roadway Design
- Site Planning and Design
- Drainage Study / Drainage Design
- Infrastructure / Utility Design
- Subsurface Waste Disposal Systems
- Sewer and Water Pipeline Design
- Regulatory Permitting
- Site Plan/Subdivision Review
- Land Use Recommendations
- Master Planning / Feasibility Studies
- Sediment & Erosion Control Planning
- Construction Observation

### Surveying Services:

- Boundary and Subdivision Surveys
- Topographic and Site Features Map
- Utilities and Route Surveys
- Flood Elevation Surveys
- Land Use Permitting
- Land-Title Surveys
- Construction Layout
- GPS Control Surveys

### Structural Engineering Services:

- Bridge Design & Rehabilitation
- Bridge Inspection & Load Rating
- State Funding Assistance
- Construction Observation
- Structural Building Inspection & Design
- Historic Rehabilitation Design
- Forensic Investigating and Testimony
- Special Structures

2016 ACEC-NH  
'Engineering  
Excellence' Award

2015 ACEC-NH  
'Engineering  
Excellence' Award

2014 ACEC-NH  
'Engineering  
Excellence' Award

2013 Sustainable  
Business of the  
Year

2013 ACEC-NH  
'Engineering  
Excellence' Award

2012 ACEC-NH  
'Engineering  
Excellence' Award

2011 Coolest Small  
Company for  
Young  
Professionals

2008 Best  
Company to Work  
For

## T. Colin Dinsmore, PE – Project Manager

### *Senior Civil Engineer*

Mr. Dinsmore received his Civil Engineering degree in 2004 from the University of New Hampshire. Since then, he has developed a diverse background in residential and commercial site development, municipal infrastructure design, mountain resort development, and transportation design. He is well-versed in state and federal agency requirements and municipally-managed programs. His duties at HEB include project management, civil/site design and permitting services, and managing our Bridgton office.



### **SPECIALIZATION:**

#### ***Municipal Infrastructure***

- Roadway Planning & Design
- Pathway & Recreational Planning & Design
- Water & Sewer Planning & Design
- Regulatory Documentation & Compliance
- Master Planning & Evaluation
- Utility Planning & Design
- Funding Coordination
- Construction Administration

#### ***Commercial Site Development***

- Site Evaluation
- Parking Lot & Site Design
- Regulatory Compliance
- Construction Administration

#### ***Architectural Partnership***

- Educational Site Planning & Design
- Regulatory Documentation & Compliance
- Construction Administration
- Private Site Planning & Design
- Non-Profit Site Planning & Design
- Funding Coordination

#### ***Federal Agencies***

- Watershed Analysis & Stormwater Design
- Utility Planning & Design

#### ***Residential Site Development***

- Subdivision Design
- Site Evaluation
- Site Design
- Construction Administration

### **LICENSURE:**

Professional Engineer – Maine, New Hampshire, Colorado

### **CERTIFICATION:**

MEDOT Local Project Administrator

NHDOT Local Public Agency

### **MEMBERSHIP:**

American Society of Civil Engineers (ASCE)

### **EDUCATION:**

University of New Hampshire - Bachelor of Science Civil Engineering, 2004

### **EXPERIENCE:**

#### **HEB Engineers, Inc. – Bridgton, ME 2017 - Present**

Senior Civil Engineer (Civil/Survey Group)

#### **Ambit Engineering, Inc. – Portsmouth, NH 2015 - 2017**

Senior Project Manager

#### **Colorado Department of Transportation – Summit County, CO 2013 - 2015**

Professional Engineer I

#### **S.A. Miro, Inc. – Frisco, CO 2006 - 2013**

Senior Project Engineer/Project Manager

#### **Appledore Engineering, Inc. – Portsmouth, NH 2003 - 2006**

Design Engineer



## **Jay J. Poulin, PE – Principal in Charge/Quality Assurance President/Lead Civil Engineer**

Mr. Poulin received his Civil Engineering degree in 1997 from Clarkson University, with additional studies in technical communications. Since then, he has developed a diverse background in municipal infrastructure design, environmental permitting, and airport planning and design. In 2008, he was invited to join HEB's leadership group and became a shareholder of the firm. He is responsible for co-management of the Civil/Survey Group and is well-versed in state and federal agency requirements and municipally-managed programs. In 2013 he was elected President of the firm and is responsible for client and agency liaison and HEB's client services initiatives. In 2014 Jay was named one of the **Union Leader's 40 Under Forty**.



### **SPECIALIZATION:**

#### ***Municipal Infrastructure***

- Roadway Planning & Design
- Pathway & Recreational Planning & Design
- Water & Sewer Planning & Design
- Landfill Design & Monitoring
- Regulatory Documentation & Compliance
- Master Planning & Evaluation
- Airport Planning & Design
- Utility Planning & Design
- Funding Coordination
- Construction Administration

#### ***Commercial Site Development***

- Environmental Site Assessment
- Parking Lot & Site Design
- Regulatory Compliance
- Construction Administration

#### ***Federal Agencies***

- Watershed Analysis & Stormwater Design
- Utility Planning & Design

### **LICENSURE:**

Professional Engineer – Maine, New Hampshire, Massachusetts  
Licensed Designer of Subsurface Disposal Systems – New Hampshire

### **CERTIFICATION:**

MEDOT Local Project Administrator  
NHDOT Local Public Agency

### **AWARDS:**

'40 Under Forty' 2014, NH Union Leader

### **MEMBERSHIP:**

National Society of Professional Engineers (NSPE)

### **CIVIC INVOLVEMENT:**

Berlin Industrial Development Park Authority (BIDPA), Member  
Androscoggin Valley Hospital Board of Directors, Vice President  
Friends of Nansen Ski Jump, Member  
Tillotson Local Grants Committee, Former Member

### **EDUCATION:**

Clarkson University - Bachelor of Science Civil and Environmental Engineering, 1997

### **EXPERIENCE:**

**HEB Engineers, Inc. - North Conway, NH 2003 - Present**

Lead Civil Engineer (Civil/Survey Group)

**Gale Associates - Bedford, NH 2002 - 2003**

Project Engineer

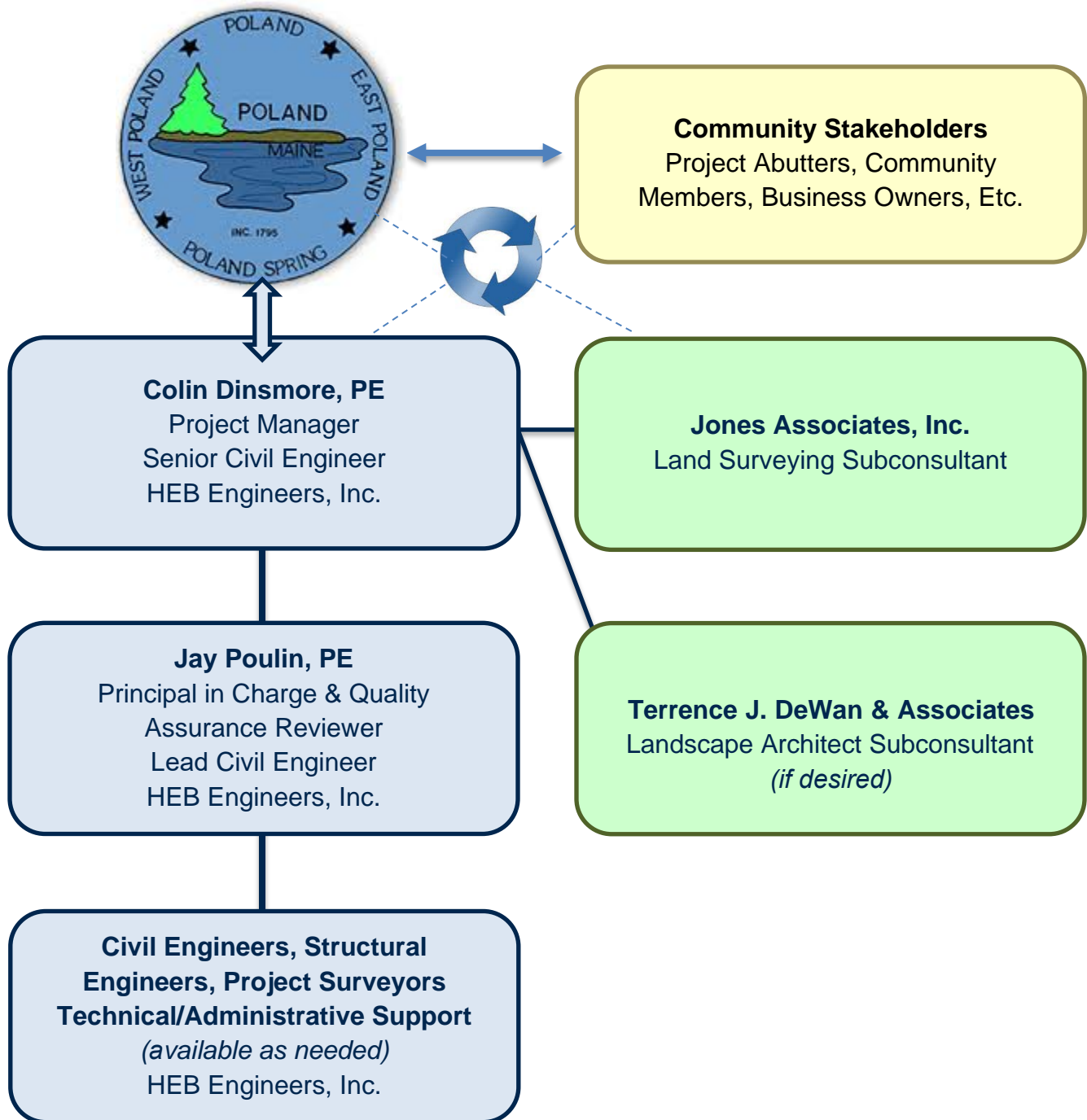
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## Team Workflow





## Experience at a Glance

### Bridgton Main Street Improvements, Bridgton, ME



Bridgton's downtown streetscape frames a vibrant amalgam of storefronts, eateries, offices, and residences. Located in the heart of Maine's Lakes Region, the town is a popular summer and winter vacation destination. The one-mile stretch of Route 302 (Main Street) that runs through downtown is a thoroughway for large trucks and other vehicles. HEB was part of a Team who performed a master planning effort to create a conceptual design that would make downtown a more pedestrian-friendly, attractive, and vibrant destination.

The Team conducted a comprehensive community outreach process that included both online and off-line feedback mechanisms. Neighbors participated in a visioning workshop, a site walk and place audit, several public input sessions, and scheduled office hours. Through an iterative design process, the final master plan took shape after substantial community vetting. The document included planning-level cost estimates, site plans, sections, and perspective drawings in addition to recommendations for paving, lighting, and site furnishings. The master plan document, backed by community support, is a valuable tool for the town to implement the improvements. **Currently the HEB-led Team are performing land surveying and existing-features analysis in order to move forward with the Design and Permitting process of this exciting Project.**

### Route 16 Roadway Reconstruction, Berlin, NH



HEB is currently working with the City of Berlin for the \$6 million Route 16 Roadway Reconstruction Project in Berlin, NH. The project includes a 2.5 mile stretch from St. Anne's Church to the White Mountains Community College which required detailed Existing-Features analysis in order for the City and HEB to understand the direction the project would need to go to best meet the needs of the community. This analysis included survey, video analysis of drainage systems, and ground penetrating radar. The project includes roadway reconstruction design, sidewalk improvements, on-

street parking improvements, and traffic calming measures while providing an appealing streetscape along the Route 16 corridor through the City. HEB worked closely with project abutters and stakeholders during planning and design to develop a feedback loop so all concerns were considered and planned for accordingly. In addition, it was critical that HEB understand the financial impacts of the project as the City obtained bond funding for the project prior to bidding.

HEB completed the development of Construction Documents in February 2016 and bidding was completed in April 2016. Sargent Construction was the low bidder and construction began in July 2016. Construction is currently underway with an anticipated completion of September 2017.

## Experience at a Glance

### Chocorua Village Safety Improvements, Tamworth, NH



In 2010, HEB was selected for Phases II & III of the Chocorua Village Improvements project in Tamworth, NH. The project includes intersection realignment for safety considerations, roadway reconstruction, sidewalk improvements, and traffic calming measures in the historic Chocorua Village area along NH Route 16. HEB was responsible for coordinating noise and traffic studies, easements with private landowners and Eversource, and designing improvements that meet NHDOT Transportation Alternatives Program requirements while meeting the Town's and Tamworth citizens' expectations. HEB was also responsible for near full-time resident engineering during construction to meet Local Public Assistance (LPA)

requirements. HEB's construction services included on-site observation of roadway and utility installation, daily field reports, contractor personnel and payroll tracking, change order coordination, and significant project close-out documentation. Construction was completed in the fall of 2014.

### Riverwalk Pathway and Pedestrian Bridge, Littleton, NH

Following the design and construction of the Riverwalk Pedestrian Bridge in 2004, HEB was engaged by the Town of Littleton in 2008 to design a recreational pathway along the Ammonoosuc River. The Riverwalk Pathway connects to the Riverwalk Pedestrian Bridge and circumnavigates downtown Littleton, connecting the local senior center with downtown. The project was funded through the NHDOT Transportation Alternatives Program, and included all the design, construction and documentation protocols required for this TAP project. HEB provided base map surveying and geotechnical borings, an engineering study, prepared environmental permit applications, coordinated with other consultants, prepared preliminary and final designs, and provided bidding and construction administration services for the Town. Construction was completed in the spring of 2011. The bridge was nominated for a 2004 National Timber Bridge Award and won an Honorable Mention. In 2014, the pathway won an 'Engineering Excellence' Award from the American Council of Engineering Companies New Hampshire chapter.



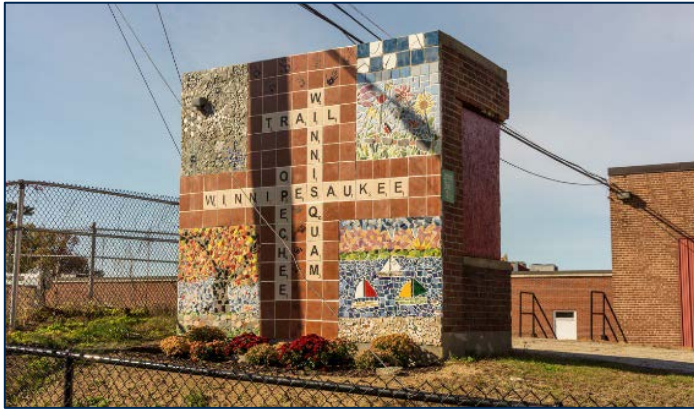
#### Satisfied Clients:

**"Given the current economic climate, the Selectmen doubt that this project would have been approved if it were not for HEB's professional and personal participation and expert advice. Based on our experience, we would certainly and without hesitation highly recommend HEB to anyone seeking such advice."**



## Experience at a Glance

### Laconia W.O.W. Trail – Phase I, Laconia, NH



HEB was selected by the City of Laconia and the Winnepesaukee-Opechee-Winnisquam (W.O.W.) Group to provide planning and engineering services for construction of Phase I of the W.O.W. Trail. The trail project, when complete, will be approximately 9 miles in length and run from the Belmont town line to the Meredith town line. Phase I included the segment of trail construction from Main Street to Elm Street with an approximate length of 1.4 miles. The majority of trail construction for Phase I was conducted in the railroad corridor, with a section along Messer Street constructed on-road to avoid needing to build a

bicycle/pedestrian bridge over the Winnepesaukee River. Phase I was one of the first projects in New Hampshire to receive ARRA funding and was successfully constructed under stringent federal guidelines, including coordination with multiple state agencies. Construction was substantially complete during the fall of 2009 and finalized early spring 2010. **The trail has quickly become a popular to bikers, walkers, and runners and public input has been extremely positive.**

### Laconia W.O.W. Trail – Phase II, Laconia, NH

Subsequent to the success of Phase I, HEB was selected in 2013 to provide surveying and engineering services for Phase II of the W.O.W. Trail. Phase II consists of a 1-mile long, shared-use, rail-with-trail path generally within the NHDOT Bureau of Rail ROW from the Belmont Town Line to the south end of the completed Phase I path segment. Similar to Phase I, a section along Fair Street was constructed on-road to avoid needing to build a pedestrian bridge over the Winnepesaukee River. In addition, another section of path was constructed outside NHDOT's ROW to provide full access to the City-owned Bartlett Beach facility. The path is 10 feet wide and paved with an attractive bridge



over Durkee Brook and wood-constructed boardwalks over sensitive environmental areas. The northern segment begins at the former Train Station where the project included a full-width concrete paver surface with granite block inlay and new aesthetic lighting. From the train station, the path continues on-road along New Salem Street prior to moving back into the NHDOT ROW and returning to typical construction. HEB's services included survey coordination, pathway design, structural design of bridge and boardwalks, easement coordination, environmental permitting, bidding assistance and construction administration. Construction of Phase II was completed in 2016.

#### Satisfied Clients:

**"Whether it is the fact HEB Engineers is an employee owned company, dedicated engineers or both they have proven to the Town of Lancaster and myself to be one of the best firms to work with. I would not hesitate to contract with them for future projects and hope to do so in the near future."**



## Experience at a Glance

### Hutchins Street Reconstruction, Berlin, NH



HEB was engaged by the City of Berlin to assist with the planning and design of much-needed improvements to a stretch of Hutchins Street. This section of road is the major truck route through the City and was built over a former bark landfill and had experienced significant settlement and deformation over the years. In addition, the City was interested in constructing sidewalks and improving the streetscape of this section of road due to the heavy pedestrian use as part of a loop connecting the Bridge Street and Mason Street bridges. The City of Berlin received a grant through a federal earmark that was administered through the **NHDOT Bureau of Planning and Community Assistance**

for the proposed improvements. HEB worked with the City providing existing-features analysis, soil testing, coordination with NHDOT and private land owners, rehabilitation design, and preparation of contract documents. The project includes roadway, sidewalk, and streetscape improvements including infrastructure for future lighting considerations. Due to funding constraints, the City was not able to remove all the unsuitable material so HEB utilized a bi-axial geo-grid to slow differential settlement and pavement reclamation to reuse as much existing material as possible. Construction was completed in the Summer of 2016.

### Mt. Washington Valley Economic Council Technology Village, Conway, NH

HEB was engaged by the Mt. Washington Valley Economic Council as the prime consultant of a multi-disciplinary team for surveying, master planning, budgeting, permitting, structural, civil design, and construction engineering services for the Mt. Washington Valley's first technology park. The master plan for the site calls for technology office buildings strategically located throughout an 80-acre site located adjacent to Route 16 in Conway, NH. Other site amenities include minimal clearing, bicycle lanes and sidewalks along the road, walking/jogging trails, a conservation easement, and access to the Saco River. Phase I of the project included a 25,000-square foot classroom building for Granite State College, the executive offices of the MWVEC and four incubator "pods," along with 700 feet of entrance road, parking, septic, and underground utilities. Phase II of the project included commercial subdivision and roadway design with associated utilities for additional sites within the park. Construction of an additional 400+ linear feet of access roadway was completed in 2014. Funding for Phase I was awarded by EDA and CDBG and required compliance with the grant agreements.



## **Client References**

We encourage you to contact any of these client references.

**Robert Peabody**

Town Manager

**Town of Bridgton**

3 Chase Street, Suite 1  
Bridgton, ME 04009  
(207) 647-8786  
townmgr@bridgtonme.org

**Andrew Dorsett**

Town Manager

**Town of Littleton**

125 Main Street, Suite 200  
Littleton, NH 03561  
(603) 444-3996 ext. 13  
adorsett@townoflittleton.org

**Jim Wheeler**

City Manager

**City of Berlin**

168 Main Street  
Berlin, NH 03570  
(603) 752-7532  
jwheeler@berlinnh.gov

**Wesley Anderson**

Public Works Director

**City of Laconia**

27 Bisson Avenue  
Laconia, NH 03246  
(603) 528-6379  
wanderson@laconianh.gov

**Paul DegliAngeli, PE**

Public Works Director

**Town of Conway**

1634 East Main Street  
Center Conway, NH 03813  
(603) 447-3811  
pauld@conwaynh.org

**Ben Gaetjens-Oleson**

Planning and Zoning Coordinator

**Town of Lancaster**

25 Main Street  
Lancaster, NH 03584  
(603) 788-3391  
planning@lancasternh.org

**Satisfied Clients:**

**“The project has turned out to be a gem in the heart of the City. Being a linear project with few access points, HEB did a superb job of managing and inspecting construction activities. The project was federally funded through the Federal Highway Administration. Extensive documentation was required with frequent submittals to NHDOT for contract and labor compliance. HEB kept on top of the entire process, relieving the City of many time consuming details.”**



# CERTIFICATE OF LIABILITY INSURANCE

HEBEN-1

OP ID: LL

DATE (MM/DD/YYYY)

09/26/2017

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 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> Poole Professional Ltd.-TM 107 Audubon Rd. #2, Ste. 305 Wakefield, MA 01880 Thomas M. Mullard	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> 800-371-1063	<b>FAX (A/C, No):</b>
<b>INSURED</b> HEB Engineers, Inc. PO Box 440, 2605 White Mt. Hwy North Conway, NH 03860	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Continental Casualty Company	
	<b>INSURER B:</b> XL Specialty Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		

**COVERAGES****CERTIFICATE NUMBER:****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 INSD	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 checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6020688901	11/01/2016	11/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6020688901	11/01/2016	11/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6020792026	11/01/2016	11/01/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	6020788607	11/01/2016	11/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Archs & Engrs Professional Liab			DPR9912785	03/28/2017	03/28/2018	Per Claim 2,000,000 Aggregate 2,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

<b>PROPO-1</b>  For Proposal Use Only	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 

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DATE (MM/DD/YYYY)

9/26/2017

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 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> Cross Insurance-Portland 2331 Congress Street  Portland ME 04102		<b>CONTACT NAME:</b> Ben Stallman <b>PHONE (A/C, No. Ext):</b> (207) 780-1677 <b>E-MAIL ADDRESS:</b> bstallman@crossagency.com <b>FAX (A/C, No):</b> (207) 780-6377	
<b>INSURED</b> Jones Associates, Inc., DBA: Environmental Restoration 280 Poland Spring Rd Auburn ME 04210		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: American Fire & Casualty INSURER B: Liberty Mutual Holding Co INSURER C: Ohio Casualty Insurance Company INSURER D: Everest Indemnity Ins Co INSURER E: INSURER F:	
		<b>NAIC #</b> 24066 24074	

**COVERAGES****CERTIFICATE NUMBER:** 17/18 Master**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		BKA56922588	9/23/2017	9/23/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Employment Practices Liability \$ 250,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			BAA(17)56922588	9/23/2017	9/23/2018	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							Underinsured motorist \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			USO56922588	9/23/2017	9/23/2018	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/>	N/A	XWS56922588	9/23/2017	9/23/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Errors & Omissions			EF4ML05724-161	9/23/2017	9/23/2018	Contractor's Pollution Liability 1,000,000
	Agg: 2,000,000 Ded: 5,000						Professional Liability 1,000,000

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

Town of Poland is named as Additional Insured with respect to General Liability when required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Poland 1231 Maine Street Poland, ME 04274	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 Ben Stallman/BD7

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