

GREEN DOLPHIN LLC

Project Management, Real Estate Development & Consulting

July 10, 2014

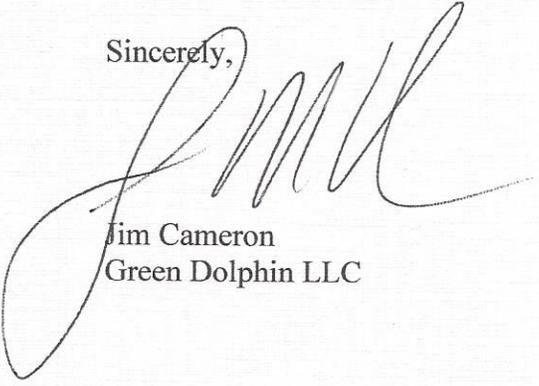
Attn: Christopher M. O'Neill
Developmental Disabilities Services Division
Department Aging and Independent Living
103 South Main Street – Weeks Building
Waterbury, VT 05671-1601

RE: Statewide Housing Accessibility and Safety Consultant

Dear Chris O'Neill,

Please accept this packet as a bid for the Statewide Housing Accessibility and Safety Consultant, beginning September 1, 2014. As you are aware I currently perform this service for the Division and have for the past 17 years. My bid will follow the format as outlined in your RFP. I appreciate the opportunity to present this proposal. Please contact me if you require any further information.

Sincerely,



Jim Cameron
Green Dolphin LLC

Organization Description

Green Dolphin LLC has been in operation and incorporated in the State of Vermont since 1996. We are a professional Construction Management, Consulting and Development company. Over the past several years we have overseen projects with a total build-out of \$12 million. In 2001 we developed an award winning mixed-use development project in Duxbury, Vt. We have completed a multi-unit housing projects, several small subdivisions and three lake front properties. We own and manage several investment properties of which we have designed and built 5 accessible residential units. Our most recent project was the complete historic restoration of a 10,000 SF 4 story downtown hotel, integrating current codes with original architecture.

For the past 17 years we have been consulting with the state of Vermont, Division of Disability and Aging Services, providing statewide inspections, accessibility reviews, design, training, and consulting services. We also perform ADA accessibility reviews and plans.

We have provided inspection and expert witnessing services to individuals, attorneys and insurance companies. We regularly consult with investors evaluating real estate ventures from feasibility, financial, building code and permitting issues.

Overview of Principal & Staff

Owner: Jim Cameron, Principal of Green Dolphin LLC, manages and oversees all work of field and office staff. He also provides inspection services as needed. The Principal reviews each inspection performed by the field staff for consistency and technical accuracy.

Relevant Experience

- Brandon Training School 1975-1977, Program Shift Supervisor-Dorm
- University Vermont BA-Special Education, Certified K-12.
- Howard Mental Health 1978-1987, Intern, Residential Developer, Coordinator of Residential Services.
- Camerand Construction 1987-1991 General Contractor, Co-Owner.
- Housing Accessibility & Safety Consultant DAIL and DDSD, 1996-2014.
- Attended "Code College" Labor and Industry, Fire Prevention Division Life Safety Code-Fundamentals 2000.
- Designed and built a residential/investment unit incorporating Universal Design 2001.
- Permit and Code Presentation- City of Burlington October 2002 and April 2003.
- 2000-2003 served on the South Burlington Development Review Board which oversees all the development in the city.
- Worked for a consumer and family in locating, securing financing, to enable a consumer to purchase and maintain his own home

- Presenter for the Journal of Light Construction (Providence, Portland, Seattle & Minneapolis) and authored several articles on construction and real estate.
- Attended full day workshop and received EPA - RRP Certification- April 2011 (Lead paint management training).
- Active Builder: 1996- Present: My company and staff are active builders and remodelers in single, multifamily and commercial projects. We work with and implement and relevant codes on a weekly basis.
- Project Manager & Consultant for a Fraternity Housing Corporation with projects in New Orleans, LA and Chicago, IL.

Field Staff: Ken Cameron – Ken has worked for Green Dolphin LLC from 2008 to present. Ken has worked in construction for Green Dolphin LLC and understands the fundamentals of construction as they relate to inspections. He has been the primary field staff since 2012.

Relevant Experience

- Howard Community Services 1999 – 2003. Work included one on one work with individuals with a wide spectrum of consumers. Experience in group home settings, shared living situations, and crisis intervention support.
- UVS Moretown 2004 – 2005. "2 on 1" support for a client during that time. Served as a 24 hour Head of Crisis Response for that consumer during that same period. Required to complete restraint training, CPR, HIPPA, and number of other trainings during that period and with Howard Center also.

Support Staff: Lynn Knight, Program Administrator. Lynn has 25 years' experience in the construction industry and has been with Green Dolphin LLC since 2011 and has participated in several field inspections with our staff. She reviews all inspections, scans as indicated, assists with scheduling and problem resolution.

Relevant Experience

- Pizzagalli Construction Company – 1988 – 1997. Worked on numerous projects as a runner, clerk and administrative assistant.
- Engelberth Construction Inc. – 1998 – 2010. Work included field office administration, managing certificate of insurances, complying with all safety standards as required in construction.
- Green Dolphin LLC - 2011 – present. Administrative work in the field and office. Participate in State of Vermont Inspections and process paperwork.

We assumed responsibilities for safety and accessibility reviews in 1996. To date, we have inspected over 2,500 + living situations and completed 250 + Accessibility reviews. With input from both Agency and D.A.I.L. staff, we developed the current system and standards. While primarily based upon Life Safety Code 101, we have modified the standards to create realistic expectations for existing homes, while at the same time included those items that have a positive impact on health and safety of everyone living

in a developmental The current system is clear, consistent and respected by Agency staff and home providers. We regularly seek feedback from all involved and make improvements to our system.

Proposal:

- 1) We would continue to schedule visits through our office. We have established positive and open communication with agencies. Our practice is to address all inquiries within 2 business days if not the same day. We currently are scheduling one week out and are able to respond within the business week if required. Some centers prefer to have a scheduled day once or twice a month, which we accommodate.
- 2) We are intimately aware of the existing guidelines and train Agency staff in their operational use.
- 3) Using the system we have designed, written reports are completed at the time of the inspection and all parties receive a copy at that time. Reports to the Division are submitted within the business week they are performed.
- 4) We typically integrate our follow-ups with the visit to the Agency's region for initial inspections; however we are flexible as requests come in. Operationally, we have not and will not "sign off" on any report unless all items are complete. We allow in certain circumstances licensed trade people to provide written documentation of work completed, example would be installing a GFI, which allows us to "sign off". Homes that do not complete the items within the prescribed timelines are tracked by division staff.
- 5) Each year we provide ½ day training for all related parties, typically agency staff and coordinators. We have used this format in response to input from the agency coordinators and division staff. In addition, we are available for phone conferencing or meetings with new staff as they have inquiries, usually 3 or 4 times per year.
- 6) We have participated in evaluation activities as determined by Division staff.

Budget

We will perform all the activities outlined above for a fee of \$275 for each first inspection and \$150 for each second inspection. We would continue to supply regular reports of our activities to Division staff. For each subsequent year of the contract we would request a 4 % increase in our rates.

Proposed work to be performed:

Initial Checks

- All time and costs related to scheduling all visits through our office
- Provide consult time and materials to staff and DH home providers prior to visits
- Travel time and necessary time in the field to execute the safety and accessibility reviews
- Basic design if requested, communication with DH, contractors, therapists etc to support accessibility modifications and safety issues
- Regular communication/meetings with Division staff to manage the system
- Provide General Liability Insurance for property inspections, **\$2,000,000**
- All related overhead, phones, supplies, etc.
- Process paperwork to Agency and Division staff. Paperwork is scanned and sent electronically as requested.

Follow up Visits

- All time and costs related to scheduling all visits through our office
- Provide consult time and materials to staff and DH providers prior to visits
- Travel time and necessary time in the field to execute the follow up reviews
- Provide General Liability Insurance for property inspections **\$2,000,000**
- All related overhead, phones, supplies, etc.
- Process paperwork to Agency and Division staff. Paperwork is scanned and sent electronically as requested.

Staff Training Provided 1 Time Yearly /Fee \$500

- All preparation time and development of materials
- Travel time
- One, 4 hr. long presentation to attendees
- Follow up

Electronic format submittals:

We support the move to an electronic format for submittal. We have spent time internally and briefly with D.A.I.L staff about how that might proceed and how it would work in the field for the home providers. We will need guidance from the Division technical staff: where will it go, security, etc., but see this as achievable goal at in a period of weeks.

Evaluation Criteria

Cost:

As outlined in the “Budget: above we propose to complete the work of the contract on a fee basis per visit at the current rates and request a four (4) percent increase in each successive year of the awarded contract

Demonstrated Knowledge of Vermont Building Codes, Housing and Safety Standards:

- Development and technical preparation of all current housing and safety standards
- Review and evaluation of over 2500 Sites over the past 17 years
- Attendance at workshops and seminars on codes and code reforms
- Active builder with 17 years of experience in residential single, multifamily and light commercial projects. On all projects, interfaced with code enforcement representatives, agencies, architects and trades people on the indicated codes

Demonstrated Knowledge of ADA Accessibility Standards:

Demonstrated an active interest and involvement in the area of accessibility for over 30 years, beginning with my work experience at BTS with people who were physically challenged and onto my work at Howard Center. As a builder and consultant, I continue this involvement. I and my staff have designed and built ramps, handrails, and modified baths and kitchens for individuals moving into their own apartments. As Coordinator of residential Services I oversaw the modifications to our group homes. Over the past 10 years we have reviewed 200+ homes, completed designs, provided options, sourced materials and work with contractors to get things correctly and cost efficiently. We have been hired by several CMHC to complete ADA work for their certification. Without being required to, our company designed and built a fully accessible/adaptable: apartment, two single family homes and condominium unit, including kitchen and appliances. We maintain a small library and resources as well as read monthly journals and articles. We have sourced and modified rental units to accommodate individuals with hearing impairments.

Demonstrated Skills in Communicating with Service Providers, Consumers and Families:

While at BTS, Howard Center and over the past 17 years I am in weekly contact with service providers, consumers and families as well as Labor and Industry and other regulatory groups. I have positive professional relationships with these contacts. I have served on various elected and volunteer boards as members and in elected roles.

In representing the “State” to inspect people’s homes and communicating things that are “incorrect” and require them to spend their money to make improvements can be a challenge. Our experience and respectful presentation of the information is regularly noticed and appreciated by center staff and often the potential home providers.

Demonstrated Ability to Work Collaboratively with Provider Agency and DDS:

I have worked directly with Agency and DDS staff over the past 17 years to continually improve and simplify the inspection process. I have participated in many planning and training meeting to solicit feedback and improvements. I have been successful in working with all parties to respond and make improvements.

- Managing the system over 17 years with 12 plus agencies, responding to requests from DS staff for information, special requests (“go to some place now!”)
- Making recommendations and working with the outcome
- Ongoing solicitation of input and debate on changes and improvement to our forms, protocols and best practice.
- Upon request, evaluating section 8 housing and providing analysis and recommendations
- Recent improvements to the accessibility review process, on integrating PT/OT. Encouraging increased modifications while empowering the agencies to handle their own problems and opportunities for improvement within their system.

Demonstrated Problem Solving Skills:

- Worked with staff and families to develop methods allowing them to use below grade spaces as bedroom space. Some of these ideas are now being used in other states and being promoted in the City of Burlington.
- Developed inexpensive alternatives to bring substandard windows into compliance
- Proactively worked with agencies in the construction stages of accessible homes to maximize resources and design the best space.
- Held meetings with Agency and Division staff to evaluate accessibility modification efforts to increase the level of performance. Researched finding sources, developed and presented at trainings alternative funding models.
- Encouraged home providers to utilize new technology and offer their experiences as alternatives to other home providers.

Capacity to conduct inspections within the contract time period:

Our practice is to respond to all contacts within two business days and our schedule is one to two weeks out. In the alternate some centers request a regular day of the month and we book that day regularly. Our field personnel are backed up by the principal and another employee has been identified for training and future field work.

References:

Todd J. Cosgrove – Assistant Fire Marshal, State of Vermont
Jarred James – Service Coordinator for Lincoln Street Inc.
Marcia Gadway – DA - Rutland Mental Health Services

Division of Developmental Services

Todd J. Cosgrove
PO Box 43
Bakersfield, VT 05441

Subject: Letter of Recommendation for Jim Cameron

To whom it may concern,

I am writing this letter to express my recommendation for Jim Cameron in his application to your organization, for the purpose of providing basic home safety inspections around the state.

I have known Jim for 30+ years personally and over the last 5+ years professionally. Jim's attention to detail, commitment to ensure the appropriate regulations are followed and dedication to meet target dates/goals is superb. Jim would be a great asset to your organization.

I have enjoyed the relationship with Jim and am happy to be able to provide this recommendation. I have great respect for Jim as an individual and as a professional and am confident that Jim is deserving of this position.

I am confident that you will be just as impressed with Jim as I am, and I urge you to consider him for this inspector position. Please feel free to contact me if I can provide any additional information. You may reach me at 802-585-0741 or todd.cosgrove@state.vt.us

Respectfully,

Todd

Todd J. Cosgrove

Chief, Bakersfield Vol. Fire Dept., Inc.

Asst. State Fire Marshal, State of Vermont