

REQUEST FOR PROPOSALS
Site Planning Fire/Police Station and Town Green
Town of Hinesburg, Vermont
October 11, 2010

Objective:

The Town of Hinesburg is issuing a Request for Proposals to conduct a master plan feasibility analysis and preliminary engineering study of a centrally located 3.45 acre municipal property. The purpose of this project is to develop site plan alternatives in conjunction with the Lot 1 Committee, review these with the Selectboard and community at large and choose a preferred alternative to include in a master plan for this property. The selected site plan will be further refined and integrated with existing plans to provide a site plan cost estimate for final engineering and construction.

Background:

Hinesburg is a town of approximately 4,600 people, located in southern Chittenden County; approximately a 25 minute drive from Burlington. The Town of Hinesburg acquired Lot 1 of the Creekside development in 2005. Lot 1 consists of 1.85 acres and combined with the .75 acre Fire Station/Wastewater Pump station lot and the .85 acre Police Station lot provides 3.45 contiguous acres of municipally owned land centrally located on Route 116 and Farmall Drive. With sidewalk extensions, the property is walkable for the village core and projected growth areas. Plans have been developed for an addition to the existing Fire Station that will provide: a) additional space for Fire Dept facilities, b) space for co-location with the Police Dept and c) community meeting space. The Lot 1 Committee was formed to explore possible uses of the property and has met several times since its kick-off meeting March 30, 2010. The committee has proposed the following uses for the property:

1. Integrated vehicle ingress and egress with adequate public parking areas for the expanded Fire/Police station, community meeting room and proposed Town Green.
2. Town Green or Park- with or without the Police Dept building after they move to co-locate with Fire Dept.
3. Farmer's Market-with adequate parking, space for vendor vehicles, storage, restrooms and water/electrical supply.
4. Recreation Dept. might use field space for young children's sports programs, concerts and/or movies and playground space.
5. CCTA/ACTR bus stop and park and ride facility.

Development of the above or other uses into a master plan would include stormwater treatment areas as necessary, exterior lighting and landscaping. (See attached Concept Plan and photos of the site.)

Tasks & Deliverables:

The consultant will work closely with the Lot 1 Committee, planning and zoning staff, and Selectboard. The consultant will largely work independently; however, attendance at some evening meetings will be necessary. Hinesburg is an energetic and progressive community;

therefore, the consultant must be willing to work as a “team player”. This includes providing professional expertise and incorporating material and feedback from community leaders.

Specific project tasks & deliverables include:

A. Existing Conditions

Using existing mapping, a plan of the subject area will be developed showing existing buildings, Route 116, adjacent intersections and side roads, known underground utilities, trees and any other important physical site features. Some additional selected survey topographic points might need to be provided to be able to accurately show existing conditions.

B. Proposed/Planned Additional Buildings

Once assembled, the existing condition site plan will be modified to show:

- a.) the approved buildings and improvements planned to the north in the Lyman/Milot Kinney Drug project
- b.) The current plans for the addition to Fire Station.

C. Site Plan Options

In consultation with the Lot 1 Committee and town staff the consultant will develop site plan options for consideration by the Selectboard and community at large. Options for consideration will include those listed above, suggestions from the consultant and possibly others. The consultant will attend 1 public evening meeting, organized and publicized by town staff, to present site plan options and receive comments. The selected alternative will be developed as a conceptual master site plan.

D. Cost Estimate for Selected Alternative

Once the selected alternative has been further defined and accepted by Planning and Zoning staff and the Selectboard the consultant will prepare a preliminary cost estimate for constructing the selected improvements.

Schedule:

Letter of interest with scope of work – **October 22, 2010, 4:00pm.**

Consultant Selection – on or about **November 1, 2010**

Tentative Project Timetable – to be finalized after consultant selection with all work completed by Jan 14, 2011.

Funding:

The total budget for consulting services is \$10,000 from Town funds, which is currently allocated in the Town budget.

Submission Requirements:

Please provide the following items. Please do not submit any more than a total of 10 pages.

1. A short letter of interest, including firm/individual name, address and contact information. Please address any current time constraints, the approximate date you can start the project and the approximate date you will complete the project. Please state if you do not anticipate being able to complete the project by Jan 14, 2011.
2. A scope of work to address the tasks & deliverables. The scope of work should also include a discussion/recommendation of additional issues that may not be set forth in the RFP but that may be pertinent to the objectives of the project.
3. A brief statement on your qualifications, experience and any other pertinent information to show knowledge and experience relative to site plan development. If more than one person or firm is involved, please describe the working relationship.
4. The proposal must include detailed qualifications and levels of competence of individuals to be assigned to the project. This should include the total number of such individuals at each level and the estimated hours to be spent by each.
5. The proposed fee for the project, showing base labor rates, materials, and overhead. Please include any standard fee schedules regarding hourly rate, travel rates, mileage, etc.
6. Short summaries of similar projects and the names, addresses and telephone numbers of 2-3 references.

Submissions are due at the Hinesburg Town Office by Friday October 22, 4:00pm.

Submissions must be sent to Rocky Martin by e-mail (MS Word or Adobe PDF documents) to hinesburgpw@gmavt.net.

Selection Process:

The Lot 1 Committee will review consultant qualifications and make a selection in consultation with the Hinesburg Selectboard. Interviews may or may not be conducted. A formal contract will be worked out with Town staff after the selection is made.

Selection Criteria:

The selection will be made using the following criteria (in order of importance):

1. Experience in: (a) the preparation and presentation of site plan options including landscape architecture, traffic patterns, parking, stormwater treatment, etc. (b) developing accurate project cost estimates for selected site plan work..
2. Innovation of proposal and the consultant's approach to project objectives.
3. Ability to complete the necessary work.

4. Feasibility of proposed scope of work and project budget.
5. Cost.
6. Availability to meet (in Hinesburg) with project steering committee, including some evening meetings.
7. Experience working with municipal government, especially on related topics.

Primary Contact:

Rocky Martin, Buildings and Facilities Director

Town of Hinesburg

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