

**Request for Proposal (RFP) for Engineering Services
VT Route 116 Sidewalk Project – Village South Sidewalk
Town of Hinesburg
Hinesburg STP BP16(11)**

Proposals due by 2:00 PM, April 18, 2017

I. Project Background

In the interest of pedestrian and bicyclist safety and mobility, the Town of Hinesburg, with funding through the Vermont Agency of Transportation (VTrans) Bicycle/Pedestrian Grant Program, is seeking engineering services for a project to construct approximately 1,040 feet of 5-foot wide concrete sidewalk on Vermont Route 116, extending from Hinesburg Community School south to Norris property beyond Friendship Lane.

The project will serve approximately 11 existing homes, as well as a planned 24-unit residential development that is now under construction. This is a public-private partnership project with the landowner/developer of the 24-unit development (Meadow Mist; Alan & Nancy Norris). The property developer will construct an additional 910 feet of sidewalk to connect the project's southern terminus to the Route 116, near Buck Hill Road intersection. This additional, connecting sidewalk (not part of the grant project) will be interior to the 24-unit development, but will be open to perpetual public use via irrevocable offers of dedication and easement deeds that have already been delivered to the Town.

This project is being partially funded by the Federal Highway Administration (FHWA) through a Transportation Alternatives Bicycle/Pedestrian Program. With the use of Federal funding, the project will be subject to oversight and guidance by VTrans who administers the funds. Additionally, the project development must follow the VTrans' Municipal Assistance Bureau (MAB) Local Projects development process.

The project will be managed by the Municipal Project Manager (MPM), Sai Sarepalli, P.E, Transportation Planning Engineer, with the Chittenden County Regional Planning Commission, 110 West Canal Street, Ste 202, Winooski, VT 05404, (802) 861-0134, email: ssarepalli@ccrpcvt.org with oversight by Mr. Scott Gurley, VTrans MAB Project Supervisor.

Questions related to the MAB project development process can be answered by VTrans Project Supervisor, Scott Gurley, Municipal Assistance Bureau, VTrans, One National Life Drive, Montpelier, VT 05633-5001, (802)-828-0057 or email scott.gurley@vermont.org.

The lead local contact and administrative support for the project is Trevor Lashua, Town Manager, 10632 Route 116, Town of Hinesburg, VT 05461, (802)-482-2281, or email tlashua@hinesburg.org.

II. RESPONSE FORMAT

Responses to this RFP should consist two distinct parts as following:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town including identification of the principal individuals that will provide the requested services.

2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work (SOW) that includes detailed steps to be taken, including any products or deliverables resulting from each task. See Appendix A for a proposed detailed SOW.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A realistic proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

B.) A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

III. SUBMISSIONS

A) Technical Proposals

Consultants interested in this project should submit their **TECHNICAL PROPOSAL** to the MPM, Sai Sarepalli, P.E. via email in an **electronic format (.pdf format)** to ssarepalli@ccrpcvt.org **no later than 2:00 PM EST on April 18, 2017**. Proposals and/or modifications received after this time will not be accepted or reviewed. Proposals shall be limited to 30 pages and 10 MB file size. No facsimile-machine produced proposals will be accepted.

Questions regarding this RFP will be accepted by the project MPM via email: ssarepalli@ccrpcvt.org, until **5:00 PM EST on April 7, 2017**.

B) Cost Proposals

Consultants should submit four (4) paper copies of cost proposals in a **sealed envelope** to the MPM, **Sai Sarepalli, P.E., Chittenden County Regional Planning Commission, 110 West Canal Street, Suite 202, Winooski, VT 05404** **no later than 2:00 PM EST on April 18, 2017** with the following information clearly printed on the outside:

1. Confidential - Cost Proposal
2. Name and address of prime consultant
3. Due date and time
4. Project name: **Hinesburg STP BP16(11) / Village South Sidewalk**

Cost Proposals should be printed **single-sided** on recycled paper, if possible. Do not use non-recyclable plastic sheeting.

All proposals upon submission become the property of the Town. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town reserves the right to seek clarification of any proposal submitted and reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town. This solicitation in no way obligates the Town to award a contract.

Questions about the project should be directed to Sai Sarepalli, P.E. at:

Phone: (802) 861-0134

E-mail: ssarepalli@ccrpcvt.org

CCRPC

110 West Canal St., Suite 202

Winooski, VT 05404

Questions about the MAB project development process can be directed to Scott Gurley at:

Phone: (802) 828-0057

E-mail: Scott.gurley@vermont.gov

Vermont Agency of Transportation

1 National Life Drive

Montpelier, VT 05633

IV. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes Town of Hinesburg representatives, the Municipal Project Manager, and the VTrans Project Supervisor. The selection committee will review and evaluate all proposals based on the ranking criteria as shown below.

Criteria	Weight	Maximum Scoring Points	Weighted Total
1 Understanding of the Project and Scope of Work	5	5	25
2 Knowledge of Project Area	2	5	10
3 Qualifications/Experience of Proposed Staff & Availability of Technical Disciplines	3	5	15
4 Past Performance on Similar Projects, Reference Checks, Experience with Federal/State regulations & Permits	5	5	25
5 Unique insights on Technical Issues, Schedule, etc.	2	5	10
6 Reasonableness of Proposed Schedule and Labor Hour Estimate	3	5	15
		Total	100

The selection committee may elect to check references and interview consultants prior to final selection. **The committee will select the consultant on or about May 5, 2017.**

V. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 26 Terrace Street, Montpelier, VT 05609-1104. The telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the **Cost Proposal** if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website: (<http://vtrans.vermont.gov/contract-admin/personal-services/rfp-related-docs>).

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants. More information can be found here: <http://vtrans.vermont.gov/civil-rights>.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the LPM Contract Provisions located in Appendix D of the Municipal Assistance Bureau Local Projects Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Hinesburg Selectboard, 10632 Route 116, Town of Hinesburg, VT 05461. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

APPENDIX A

DETAILED SCOPE OF WORK

Hinesburg STP BP16(11)

VT Route 116 Sidewalk Project – Village South Sidewalk

Engineering Scope of Work for Municipally Managed MAB Projects

The scope of design services for this project will generally follow the project development process used by the Municipal Assistance Bureau of VTTrans, as follows:

- ⇒ Project kick-off and development of conceptual plans
- ⇒ Submission of documentation and plans for NEPA (environmental permitting) process
- ⇒ Development of preliminary plans
- ⇒ Develop Right of Way (ROW) plans, if necessary, and assist with ROW documents and ROW Permit
- ⇒ Develop contract plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process
- ⇒ Limited assistance during construction

Consultants should note that general guidance, templates and other relevant design information can be accessed on the MAB Sharepoint site found at <https://outside.vermont.gov/agency/vtrans/external/MAB-LP/Shared%20Documents/Forms/AllItems.aspx>.

The development of Conceptual Plans through Final Plans, Specifications and Estimates will consist of the following Scope of Work.

Phase A - PROJECT DEFINITION

Task 1: Project Kick-off

The consultant will convene a project kick-off meeting to discuss the goals and objectives of the municipality and define the project development process. The VTTrans project supervisor will be a participant in this meeting and will provide an overview of the typical project development schedule for MAB projects. The Consultant will discuss the project schedule and arrange to collect all information relevant to the project, including all existing project files, underground utility information, tax maps of the affected properties, etc. The consultant will coordinate and schedule this meeting, take notes to document the discussions and decisions, and distribute meeting minutes to parties of interest.

The Town has completed a sidewalk scoping study for the Village South Area in December, 2014. The scoping study developed a base map using satellite imagery, Town Parcel maps, and other topographic or natural resource-based GIS data. This information is available to the consultant ONLY for reference purposes and developing conceptual plans. A copy of the final Hinesburg Sidewalk Scoping study report is available at: <http://www.ccrpcvt.org/wp-content/uploads/2016/02/HinesburgSidewalkFinalScoping20141215.pdf>

Task 2: Topographic Survey and Base Mapping

2.1: Right-of-Way and Deed Information

The consultant will develop a base map that shows the approximate limits of the existing Right-of-Way. The municipality will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the property lines and owners within the project limits for subsequent Right-of-Way use. This right of way and property information will be compiled and presented on the plans.

2.2: Utility Location

The consultant shall identify all existing overhead and underground utilities that may be affected by project construction and depict their location on project plans.

2.3: Ground Survey

The consultant will perform the topographic survey for this project in general accordance with VTrans survey guidelines and requirements. The survey will include enough information to design, permit, acquire Right-of-Way and construct the project.

Task 3: Conceptual (25%) Plans

The consultant will prepare Conceptual Plans and a conceptual construction cost estimate for the improvements. The Conceptual Plans will indicate the existing topography and other base information, and illustrate the proposed work. The design will be in accordance with the Vermont Pedestrian and Bicycle Facility Planning and Design Manual, 2011 VTrans Standard Specifications for Construction, the current editions of the Vermont State Standards, the Accessible Design Guidance issued by the US Access Board, and the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD). Identified rights-of-ways, utilities, natural and cultural resources, and other features affecting the design will be indicated on the plans. The basis for project pay items will be the VTrans Standard Specifications for Construction. Note that this project falls primarily within the right-of-way of State highway (Route 116), so the plans shall be developed using MicroStation software and shall generally follow the 2008 VTrans CADD Standards and Procedure - <http://www.aot.state.vt.us/CADDhelp/Default.htm>.

The Conceptual Plans set will include:

- Title Page
- Layout Sheets showing existing and proposed features
- Base Plan and Profile Sheets showing the Project Centerline
- Approximate construction limits and right-of-way delineation
- Plotting and Identification of any identified resources
- Typical Cross Sections for the proposed improvements

Together this set of drawings shall illustrate the information necessary to define the project and will include information such as:

- Roadway, sidewalk and/or path design (Cross Slope, material type, and Thickness)
- New or modified subsurface drainage
- Limits of Construction

- Pavement Markings and signs
- Conceptual Traffic Control (at a minimum, plans shall reference VTrans standard drawings or Typical Applications from the MUTCD that illustrate how work zone traffic will be addressed)

The consultant will submit two full size copies of the Conceptual Plans and construction cost estimate to the municipality, along with one set of the plans and estimate for VTrans in .pdf format. VTrans distributes plans electronically for review and they must be in .pdf format for this purpose. All cost estimates will be prepared in the standard VTRANS Trans*Port Estimator format and will be submitted as both an Estimator file (.est) and in .pdf format. The consultant will develop the construction cost estimate utilizing individual pay items and unit prices.

The consultant will also submit a written assessment of the possible impacts of the project on existing vehicle, pedestrian and bicycle traffic. Based on the VTrans Work Zone Safety and Mobility Guidance document and its appendix, the consultant will determine what level of impact is likely to result from project construction; significant, moderate or minor. The assessment shall discuss the possible impacts, what stakeholders may be impacted and what measures are likely to be needed to address work zone impacts during construction. If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be included in the project cost estimate.

Task 4: Cultural Resources Constraints and Categorical Exclusion Documentation

The consultant is expected to identify natural and cultural resources on the project plans to support the municipality in satisfying the NEPA process which is expected to be at the level of Categorical Exclusion (CE).

4.1: Natural Resource Identification

The consultant will confirm the presence or absence of any known natural resources in the project vicinity and will identify these resources on plans of the project area.

4.2: Historical/Archaeological

The consultant will determine any historical or archaeological impacts and VTrans staff will provide concurrence as part of completing the CE.

4.3: Other Permitting and Investigations

The Consultant will determine the need for other environmental permits and will assist the municipality in acquiring all necessary federal, state, and local environmental permits necessary to complete the project. The municipality is generally responsible for any permit fees, although these are waived for some permits.

4.4: Preparation of the Categorical Exclusion Document

Because federal funding is involved with this project, the National Environmental Policy Act (NEPA) process and requirements must be followed. To meet the requirements of this act, a Categorical Exclusion (CE) Document must be completed. The consultant will prepare the VTrans environmental analysis sheet and supporting documentation will be submitted to VTrans for review and concurrence. VTrans will complete the process with the FHWA.

Phase B - PROJECT DESIGN

Task 5: Preliminary (60%) Plans

Once the NEPA process has concluded, the consultant will develop preliminary plans for the project. The preliminary plans will include all the information from the conceptual plans and will add further detail, including any stormwater drainage and required erosion prevention and sediment control (EPSC) measures. The preliminary plans submission (which may be combined with the conceptual plan submission, with the pre-approval of the LPM) will contain:

- Title Sheet
- Typical Sections
- Base Plan with a project centerline and existing ROW information
- Profiles
- Typical Cross Sections
- Driveway treatments
- Drainage details
- Erosion and Sediment Prevention measures and details
- Signs and pavement markings
- Lighting
- Traffic control plans for motor vehicles and pedestrians

In addition to the preliminary plans, the consultant will develop a revised Engineer's Estimate.

A submittal to VTrans is expected at this stage for VTrans review. The plans and estimate will be submitted to VTrans in separate .pdf format files. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans.

Task 6: Right-of-Way Plans and Acquisition Process

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by the Consultant. They will determine if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project. If the project is in a state highway ROW, the consultant will obtain a section 1111-ROW permit from VTrans.

6.1: Right-of-Way Plans

Existing ROW, and all areas of additional ROW, whether temporary or permanent, will be clearly indicated on ROW plans prepared by the Consultant in accordance with standard survey practices. Draft ROW plans and draft easements will be submitted to VTrans for review and approval prior to negotiating with property owners. Easement language must be consistent with guidance provided by the VTrans ROW section. ROW plans must include all of the elements of preliminary plans with the addition of the following:

- Right-of-Way detail sheet
- Property Acquisition Table

In the event that Right-of-Way acquisition is simple and/or does not involve many parcels, it is acceptable to include Right-of-Way information on the project plan sheets.

6.2: Right-of-Way Coordination

The municipality will be responsible for appraisals, negotiations and completing the acquisitions. The Consultant will provide assistance and work closely with the municipality throughout the ROW phase, including any Necessity and Condemnation procedures. ROW acquisition must conform to Public Law 91-646 and 100-17, which together are referred to as the "Uniform Act."

Task 7: Final Design/Bidding

The consultant will prepare the final construction design of the project. Final Design will include final plans, construction specifications, an updated construction cost estimate, and draft special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2011) which will serve as the basis for the construction of the project. Final plans will be submitted to VTrans for review and comments. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans. The contract plans will include all information necessary to put the project out to bid.

7.1: Final (85%) Plans

The Consultant will submit Final plans along with an updated listing of items and quantities, and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate all comments and conditions received from permitting agencies. Final utility relocations will be shown.

ROW plans (if necessary) showing acquisition lines and any agreements made with property owners will be included. The Consultant will certify through the signature of an engineer registered in the state of Vermont to practice "structural or civil" engineering that these plans and subsequent 100% plans meet all applicable standards, codes and requirements for design and public safety (Design Certification). The Consultant will also provide a "Utility Clearance" that indicates that all necessary utility coordination has been completed.

7.2: Special Provisions

The Consultant will develop any project special provisions to cover items not contained in the VTrans 2011 Standard Specifications for Construction or those items that vary from the standard specifications.

7.3 Final Estimate

The consultant will develop a final engineer's estimate.

Task 8: Contract Plans, Construction Bidding and Award

The consultant will take all necessary steps to provide the municipality with a complete package which can put out to bid. The municipality is responsible for the bid advertising process.

8.1: Contract Plans

The consultant will submit Contract (100%) Plans, along with an updated list of items, quantities and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate any final changes since the review and acceptance of 85% Plans. These plans will be signed and stamped by the Consultant's licensed PE.

8.2: Construction Bid Package

Once the Contract Plans are approved, the Consultant will be responsible for assembling the Construction Bid Package. The complete Construction Bid Package will include all of the following items:

- Complete Contract (100%) plans.
- Construction cost estimate.
- Final utility relocations, clearances, and special provisions.
- Right-of-way clearances and special agreements.
- Construction special provisions.
- All necessary permits acquired and conditions noted.
- Construction Contract specifications.
- Bid Documents including instructions to bidders, bid form and all required federal documents (**Note: VTrans has developed a bid document template that should be used as a starting point.**)

8.3: Bid Process:

The Consultant will be available during the bidding process to answer any technical questions about the project design. Once bids are opened, the consultant will confirm that all required components of the bid have been submitted. The consultant will prepare a bid tabulation and conduct a complete analysis of the bids and will provide a recommendation to the municipality and VTrans on award of the contract. The bid analysis will generally follow FHWA's Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation dated January 20, 2004. This can be found at <http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>.

Task 9: Construction Services

The Consultant will attend the pre-construction meeting and provide limited assistance during the construction phase, primarily to answer any design questions that come up. The consultant will also review any required shop drawing submittals.

Task 10: Construction Inspection Services – Optional

The Town reserves the right to extend or amend the contract to include construction inspection services depending on discussions with the Consultant prior to the construction bid advertisement. This is an optional task, therefore, **the Consultant should NOT submit a scope, labor hour and fee estimate for this task in this RFP.**