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Scope of Work for Municipal Project Manager

The Town of Hinesburg has entered an agreement with the Vermont Agency of Transportation to develop a side walk on the east side of Rte 116 connecting Commerce Street to Riggs Road in Hinesburg, Vermont, aka HINESBURG STP BIKE (54) This project is funded in part by the Federal Highway Administration and the Vermont Agency of Transportation.

Accordingly, all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations. The Town has agreed to provide the project management. The Agency of Transportation will designate an individual to assist the Town in meeting the necessary requirements and ensure that the agreed upon project funds are allocated for project use.

The Town of has decided to appoint its Town Administrator to fulfill its responsibilities with regard to project management. Those who assume such duties will herein be referred to as the Municipal Project Manager or MPM. VTrans will be providing oversight of project development as well as developing guidance relative to the various aspects of project development. As part of this guidance, VTrans has developed a “Project Development Process” chart that provides an overview of the process. The duties of the MPM will include:

- Responsibility for coordinating all project activities and monitoring all aspects of project development on behalf of the municipality while acting as liaison between the Town, VTrans, consultants and/or contractors as necessary. The MPM is responsible for ensuring adherence to federal and state rules and regulations relative to developing and constructing a project.
- Review and monitor a master schedule to coordinate all activities necessary for: completing the project design, coordinating all necessary permits and approvals, relocating conflicting utilities, acquiring and clearing all rights-of-way and preparing bid documents.
- Prepare Request for Proposals / Qualifications and Scope of Services for any and all consulting needs subject to VTrans approval. Examples are available. Act as member of selection team and assume responsibility for documenting this process.
- Ensure that all provisions of consulting/contracting contracts are met and submitted on time and within cost limits. Will be responsible for any and all contract administration.

- Review all project invoices for accuracy, completeness and reasonableness. These invoices will then be forwarded to VTrans with a statement attesting to the previous statement and a request for reimbursement.
- Provide regular progress reports to the Town and to VTrans with invoices. Identify, obtain approval of and implement procedures for facilitating development of the project.
- Arrange for, participate in and provide follow-up documentation of all project-related discussions, meetings or hearings.
- Monitor that any permit mandates, conditions and stipulations are incorporated in the project design.
- Seek approval for, document and obtain any waivers of design criteria if deemed necessary.
- Assume responsibility for the review of project plans and documents. Within the constraints of the review, the MPM will be responsible for exploring design options to improve constructability, reduce costs and expedite construction.
- Assist the municipality in all right-of-way issues. The MPM will provide or obtain certification to VTrans that the right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations.
- Assist the municipality with utility and/or railroad issues for the project. Provide assurances to VTrans that federal and state laws and regulations have been complied with.
- Review the project for compliance with all federal, state and local laws, ordinances, regulations and permit requirements, including environmental permitting. Provide certification to VTrans attesting that all requirements have been met and all permits have been obtained. **Note:** An overview of the Environmental Permitting process may be requested through the LTF Project Supervisor.
- Secure certification that the design meets all applicable standards, codes and requirements for design and public safety standards.
- Secure and submit to VTrans documentation by an engineer registered under the laws of the State of Vermont to practice structural or civil engineering attesting to the required structural capacity requirements for all bridges. Provide certification from an engineer of adherence of all traffic control devices per the Manual on Uniform Traffic Control Devices.
- Secure statement to VTrans as to which permits, agreements and clearances have been secured and which ones are not applicable to the project.
- Assist the municipality in preparing a bid package for construction, in conformance with federal and state regulations. Once bids are received and opened, assist

municipality in determining whether apparent low bidder is responsible. Prepare contract for municipality with low bidder.

- Provide project administration of project during construction.
- Secure certification to VTrans that the project was constructed as designed.
- Keep a master project file, to become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the MPM will be responsible for providing or securing this.