



Office of the Town Administrator
Town of Hinesburg
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REQUEST FOR QUALIFICATION

Site Planning, Engineering, and Architectural Services

36 Acre Town Highway Garage, Solid Waste Drop-Off Center, and Municipal Facility

Distributed: December 3, 2013

General

The Town of Hinesburg seeks proposals from consultant teams for professional services including site planning, community and stakeholder engagement, preliminary design, document preparation, independent cost estimating, bidding and negotiation, and construction administration for a new highway garage and associated master planning for the 36 acre site that is the site for the highway garage, solid waste drop-off center, and potential municipal facility location at 907 Beecher Hill Road, Hinesburg, Vermont.

The selected consulting firm will be asked to assist the Town of Hinesburg in an effort to fully define its project needs, work with the community and strategic partners on how to best organize both current and future program needs at the location, develop a full master-plan for the site, and if approved by the voters, provide required design and construction documents and construction administration services for a new highway garage and other related facilities.

Applicants should be aware that there is no set project date, timeline, or budget at this time; however it is hoped that the selected consultant team would remain with the project from the initial planning phase to construction of a new highway garage.

Questions should be directed to:

Joe Colangelo, Town Administrator
802-482-2281x221
jcolangelo@hinesburg.org

Project Description

The 36 acre Town of Hinesburg owned parcel at 907 Beecher Hill Road serves a variety of functions and is a valuable asset to the town and the region. A master-plan is needed to evaluate the capacity of the site for its current uses, envision future possibilities, and restore the environmental integrity of the land.

That planning process would include, but might not be limited to, the development of a program that accommodates both the current and future needs for gravel extraction, highway department facility needs, the Chittenden Solid Waste District (CSWD) Drop-Off Center, Vermont Astronomical Society's (VAS) Green Mountain Observatory, and investigates other potential uses such as recreation and energy generation, and identifies the restoration issues related to gravel pit and extraction and landfill uses.

This parcel was originally acquired by the Town of Hinesburg in the 1960's and used for gravel resources to maintain the town's road infrastructure. The town anticipates the continued use of this property for gravel extraction. Sand and gravel are extracted and processed on site. Hinesburg's highway department garage and related storage facilities are currently located on site. Landfill operations began in 1972 in areas where the gravel had been extracted and continued until 1989. The landfill was capped in 1990 and is at the northern boundary of the parcel. This area is relatively flat and offers spectacular views to the west and south. CSWDs drop-off center, one of seven in Chittenden County, operates from this location. The Town of Hinesburg and CSWD would like to continue their relationship at this location.

The Vermont Astronomical Society leases a small portion of land for its Green Mountain Observatory and allows members to set up individual telescopes on viewing nights. The night sky at this location is considered an important resource and a valued asset to the community. Beecher Hill Brook is a channelized stream that flows along the east boundary of the property. In 2008 the LaPlatte Watershed Partnership, working in tandem with VT ANR, developed an alternatives analysis to determine possible restoration of this highly degraded stream.

The Anticipated Scope of Work includes the following:

1. ***Site and Master Planning*** for the 36 Acre site involving site assessment, community and stakeholder input and a proposed site master plan that assists the community in determining the long term uses of this valuable site.
2. ***Schematic Design*** and preliminary estimate of cost for the proposed garage with which the Town of Hinesburg can determine potential financing sources.

If the Town of Hinesburg receives approval to proceed - most likely in the form of an Australian ballot public vote - the following scope of work would be required for the completion of the Municipal Garage.

3. ***Design Development*** of the garage design with inclusion of all relevant design disciplines.

4. **Required local and State Permitting:** provide support to the owner in securing local and state permits for the garage project.

5. **Construction Documents** inclusive of relevant sub design disciplines

6. **Bidding and Negotiating:** Support to the owner in coordinating a competitive bidding and/or negotiation process with pre-qualified general contractors.

7. **Contract Administration:** Support to the owner during the construction phase of the garage project.

Potential Project Schedule

- December 3, 2013: Request for Qualifications distributed
- December 20, 2013: RFQ due to Joe Colangelo, Town Administrator

- January 2014: Interview and Select Consultant Team
- January 2014 – July 2014: Preliminary site planning work
- July 2014 – January 2015: Site planning, budget preparation, schematic design for new highway garage
- March 2015: Town vote for new highway garage
- April 2015: Design work proceeds for new highway garage

Note: currently no part of this project is funded and the Town of Hinesburg cannot guarantee a timeline for project development. The schedule above is strictly theoretical.

Submission Requirements

Please submit electronic copies of your proposal, tabbed, and labeled per this list (by number). No hard copies will be accepted; if you submit a hard copy your proposal will be automatically disqualified.

1. Provide a brief description of your firm, type of ownership, length of time in business, number of personnel and business philosophy and approach.
2. Introduce your proposed project team including consultants. Provide the name of the project lead and resumes of key personnel that will be assigned to this project.
3. Provide between 3 – 5 relevant and similar project examples that your firm has completed. Include name of owner, project description, cost of construction, date of completion, and reference information.
4. Provide hourly wage rate information for all personnel and proposed consultants.

Selection Process

This is a qualifications based selection process. It is presumed that the Town of Hinesburg will select the consultant team that is considered a 'best fit' for the purposes of completing the described project. The Town of Hinesburg will review all submitted RFQs and select no more than three (3) finalists to interview; final selection will be made upon completion of the interview phase. Additional information may be requested by the town prior to the interview phase. Once the preliminary selection is made the Town expects to finalize and negotiate the exact scope of work and the cost of that work with the selected team. If an agreement cannot be concluded with the selected team, it is expected that negotiations would commence with one or more of the other selected finalists.

Submission Deadline

Qualification proposals are due by 4:00PM on Friday, January 3rd. Proposals should be submitted on thumb-drives, CD, or emailed as PDF attachments.

The Town of Hinesburg reserves the right to reject any and all proposals.

Thumb-drives, CDs, and/or electronic submissions should be delivered to the following address:

Joe Colangelo, Town Administrator
Town of Hinesburg
10632 Rte 116
Hinesburg, Vermont 05461
jcolangelo@hinesburg.org

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Attachments

- 1) 907 Beecher Hill Road Site Map
- 2) 907 Beecher Hill Road Natural Features Map



**Highway Garage &
CSWD Transfer Station
Site Map**

map date 6/17/2013
by Hinesburg Planning & Zoning
- Summer 2012 Imagery
- Imagery from Google Maps

DRAFT

Highway Garage Site Natural Features Map

- 2012 Parcel Lines (as of 6/2012)
- 2011 Aerial Photo

Legend

- Streams
- Stream Setback
- 25%+ Slopes



1 inch equals 200 feet
(at 8.5"x11" map size)



map date 6/17/2013
by Hinesburg Planning & Zoning

