

Town of Warren Request for Proposals

Engineering, Design and Bid Review Services
Warren Village Main Street Improvement Project
State of Vermont, Community Development Grant- Disaster Recovery
Grant #07110-DR-IG-2012-Warren-00066

Date Issued: June 27, 2016

Proposal must be received by: Friday July 15, 2016 at 4:00 p.m.

INTRODUCTION

The Town of Warren has a State of Vermont Community Development Block Grant for Disaster Recovery to design and construct improvements in Warren Village. The project area is on Main Street between the intersection of Brook Road and the existing bridge over Freeman Brook. The Project has the following goals:

- 1) Provide orientation, safety, accessibility and comfort to walkers, bicyclists, and other multi-modal users in the Village;
- 2) Develop pedestrian improvements that will promote and encourage usage and ultimately reduce overall traffic speed in the area; and
- 3) Develop landscape and gateway enhancements that complement and improve aesthetic quality, slow traffic and provide a sense of welcome to the village.

On Saturday March 5, 2016 the Planning Commission held a planning charrette for the purpose of gathering ideas for the Warren Main Street Improvement Project (WMSIP). The WMSIP is the result of the work done by the Vermont Downtown Action Team (V-DAT) which conducted planning charrettes in several towns that had been adversely affected by either Tropical Storm Irene or the spring floods of 2012. The Warren Planning Commission held the planning charrette in order to further the V-DAT Team recommendations, available here, and further involve townspeople in a focused analysis of the area that is currently the focus of Community Development Block Grant- Disaster Relief II funding.

Based on the results of the Charrette, the Town would like to design the road improvements with, but not limited to, the following ideas:

- 1) Install a contrasted textured pavement creating a plaza type effect where cars, pedestrians and bicycles share the road with minimal signage, lines and designated parking areas.
- 2) Add a gateway type welcoming to the village.
- 3) Add a three (3) way stop at the intersection of Main Street and Brook Road.
- 4) Add a planter at the intersection of Main Street and Brook Road.
- 5) Install similar lighting at the intersection of Brook Road.
- 6) Install conduit for future lighting.
- 7) Add trees along both sides of Main Street between brook road and the bridge.
- 8) Add a bicycle rack near the gazebo.

The Town of Warren hereby requests proposals from qualified consultants (Consultant) to work with the local Project Manager (LPM) to perform topographical surveys, develop preliminary conceptual design alternatives, attend meetings, hold public hearings, create final design engineering plans, conduct permitting assistance, create technical specifications, create bid documents, and prepare an opinion of probable construction cost.

The Consultant should become familiar with the guidelines in State of Vermont, Agency of Commerce & Community Development, Department of Housing & Community Development, Grants Management Guide. The procurement process for selection of the Consultant will be based on responses to this Request for Proposals (RFP). The Consultant will be selected based upon their price and demonstrated ability to achieve the goals of the project through their proposal. Construction management is not included in the scope of work at this time but the Town reserves the right to amend the contract to include these services at a later date.

PROJECT DEVELOPMENT

This project will be developed pursuant to a Grant Agreement between the Town of Warren and State of Vermont, Agency of Commerce & Community Development, Department of Housing & Community Development, Agreement Grant #07110-DR-IG-2012-Warren-00066.

The owner of the project is the Town of Warren. Kevin J. Camara, P.E. of Green Mountain Engineering, Inc. is serving as the Local Project Manager ("LPM") for the Town. The Consultant shall report to the LPM, with the final plans to be approved by the Town of Warren, Selectboard. The lead local contact and administrative support person for the project is:

Kevin J. Camara, P.E, LPM
Green Mountain Engineering, Inc.
P.O. Box 159
Williston, Vermont 05495
(802) 862-5590
email: kcamara@gmeinc.biz

PROJECT DESCRIPTION/SCOPE OF WORK

The Warren Main Street Improvement Project (WMSIP) will include the design of +/- 300 linear feet of roadway improvements with a contrasted textured surface in Warren Village from the Brook Road to the bridge over Freeman Brook. The project may also include adding a gateway type welcoming to the village, a three (3) way stop at the intersection of Main Street and Brook Road, a planter at the intersection of Main Street and Brook Road, installing similar lighting at the intersection of Brook Road, install conduit for future lighting, adding trees along both sides of Main Street between brook road and the bridge, and adding a bicycle rack near the gazebo. Public outreach and engineering will include the following scope of work:

- 1) Project kickoff meeting: The consultant shall meet with the LPM, Town Administrator, Planning Commission, and any other interested Town officials, and any interested public at a duly warned Planning Commission meeting for the purpose of definition of the base elements for the project. This meeting will also be used to introduce the

members of the project team, the LPM, and the Town to provide the opportunity to discuss the role of team members. Other base elements in the project that involve the client may also be discussed at this meeting (schedule, status reporting, etc.).

- 2) Creating a base plan: The Consultant will familiarize themselves with existing infrastructure and amenities paying particular attention to the existing rights of way, and create an existing conditions base plan from which to create their conceptual and design plans. The Consultant shall use existing information provided by the Town where available. Consultant should contact the LPM to secure any existing information that the Town may have available to aid in creating the existing conditions base plan. The Consultant shall also perform a field survey of the project area and office reductions to develop the existing conditions base plan.
- 3) Preliminary Conceptual Design Alternatives: The Consultant shall develop a minimum of three (3) preliminary conceptual design alternatives for the Town's input, review and comment. These conceptual design alternatives shall be presented over the base plan.
- 4) 30% Review Meeting: The Consultant shall meet with the Planning Commission at a regular Planning Commission meeting at the 30% review stage to present the Preliminary Conceptual Design Alternatives. The Consultant shall utilize comments from the 30% review meeting to revise the Preliminary Conceptual Design Alternatives.
- 5) Public Review Meeting of the Preliminary Conceptual Design Alternatives: The Consultant shall attend a Public Meeting to present the Preliminary Conceptual Design Alternatives to the public and inviting the public to participate and provide their input into the project alternative designs.
- 6) The Planning Commission shall select the preliminary conceptual alternative design identifying any modifications for the Consultant to move forward with Final Design.
- 7) Final Design Engineering Plans: The Consultant shall create final design plans, technical specifications and front end documents ready to bid. Final design plans shall include, but not be limited to, a title sheet, legend, existing conditions plan, proposed street improvements plan, sections, details, traffic plan, electrical plan and details, and construction notes.
- 8) The Consultant shall meet with the Planning Commission to review the Draft Final Design plans at both the 60% and 90% completion stage.
- 9) Public Review Meeting of the Final Design Plans. The Consultant shall attend a Public Meeting to present the 60% Final Design Plans to the public and inviting the public to participate and provide comments.
- 10) Preparation of environmental documentation for the Environmental Review as appropriate to comply with the National Environmental Policy Act (NEPA).

- 11) Preparation of an opinion of probable construction cost.
- 12) Attend a 90% review meeting with the Town and LPM
- 13) Prepare Final Stamped Bid documents including plans, specifications and front end documents for bid. The LPM will be responsible for putting documents out to bid.

SCHEDULE

Conceptual design alternatives shall be completed by November 2016.

Final Design shall be completed by the end of January 2017.

DELIVERABLES

The project deliverables shall include:

- 1) One (1) set of preliminary conceptual drawings mounted on poster board.
- 2) Two (2) sets of hard copies of interim plans, specifications and cost estimate at 60% and 90%.
- 3) Two (2) sets of plans, specifications and cost estimate at 100% Final Drawings and electronic copies of plans in PDF format.

RESPONSE FORMAT

Responses to this RFP should consist of the following two (2) items in a pdf digital format:

- 1) A technical proposal consisting of:
 - a) 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.
 - b) 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.
 - c) A scope of work that includes detailed steps to be taken including any products or deliverables resulting from each task.
 - d) A summary of estimated labor hours by task, clearly indicating individuals working on the project.
 - e) A proposed schedule that indicates project milestones and overall time for completion.
 - f) 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.
 - g) Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
 - h) A representative work sample similar to the type of work being requested.

Please note that Items a) – d) should be limited to a total of 15 individual pages. Resumes, professional qualifications and samples are not included in this total.

- 2) 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.

CONTRACT PERIOD & AMOUNT

The committee will select the consultant by July 25, 2016. Work should be completed by January 28, 2017.

CONSULTANT SELECTION

The consultant selection will be made by a committee that includes, representatives from the Town, and the LPM. The selection committee will review and evaluate all proposals based on the following criteria:

1. Concept and Scope (20%) - The consultant will present an overall project concept which should demonstrate an understanding of the scope and objectives for this project.
2. Work Program and Methodology (35%) - Include specific activities of tasks to be performed, proposed methodology and individual(s) to be responsible for carrying out the activities or tasks.
3. Firm Experience (15%) - Demonstration of the Consulting Firm's familiarity and actual experience in bicycle and pedestrian facility planning and design. Samples of similar work and related materials are welcome. References for similar work experience shall be provided, including organization names, mailing addresses, telephone numbers, and the name of the contact person.
4. Team Experience (20%) – Demonstration of the project team's qualifications, familiarity and actual experience in bicycle and pedestrian facility planning and design. Samples of similar work and related materials are welcome. References for similar work experience shall be provided, including organization names, mailing addresses, telephone numbers, and the name of the contact person.
5. Suitability of the Project Schedule (10%) - Chart(s) showing labor hours of individuals by task, and proposed schedule including: presentations to the project review committee and public meetings, submission of draft plans, site visits, etc. shall also be included. The Project Schedule and charts shall be provided in a digital Excel spreadsheet.

The selection committee may elect to interview consultants prior to final selection.

SUBMISSIONS

Consultants interested in this project should submit one digital copy of their proposal, in PDF, to:

Cindi Jones
Town of Warren
selectboard@warrenvt.org

Technical and cost proposals must be submitted as separate documents.

Email attachments may not exceed 20MB due to limitations imposed by our email provider. For documents larger than 20MB, please utilize a file transfer service, such as Dropbox for transmission.

Submissions will receive an email confirming receipt of the files.

Questions about the project should be directed to Kevin Camara, P.E., LPM at:

Kevin J. Camara, P.E, LPM
Green Mountain Engineering, Inc.
P.O. Box 159
Williston, Vermont 05495
(802) 862-5590
email: kcamara@gmeinc.biz

All proposals must be received by the Town no later than 4 p.m. on 7/15, 2016. Proposals and/or modifications received after this time will not be accepted or reviewed.

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 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 Towns to award a contract.

CONTRACTING PROCESS

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, 128 State Street, Montpelier, VT 05633-1101. The telephone number is (802) 828-2363. 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's attention is directed to the State of Vermont, Agency of Commerce & Community Development, Department of Housing & Community Development, 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.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the State of Vermont, Agency of Commerce & Community Development, Department of Housing & Community Development, Grants Management Guide. The certificate of insurance coverage shall be documented on forms acceptable to the Town. The contract between the Town and the Consultant shall also make general reference to those provisions or attach them to the contract.

The Consultant awarded this contract shall be responsible for furnishing the Municipality with independently prepared, properly supported indirect cost rates in accordance with the cost

principles contained in 48 CFR Part 31 for all time periods covered by the contract.

It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

INSURANCE

Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises – Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurance
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the Town of Warren as additional insureds for liability arising out of this Agreement.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Warren Selectboard, PO Box 337, Warren VT 05674. 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.

Sincerely,

Kevin J. Camara, P.E. LPM, Green Mountain Engineering, Inc.