

Town of Brookline
Salt Shed Grassy Brook RD
Request for Engineering Services

I. Project Background –

In the interest of water quality, the town of Brookline, with federal Transportation Enhancement funding through the Vermont Agency of Transportation (VTrans), is seeking engineering services for a project to construct a salt shed to replace the existing structure on Grassy Brook Road, Brookline, Vermont.

The existing small wooden lean-to salt and sand shed structure will be replaced with a new, slightly larger 44' x 32' salt shed based upon a scaled-down VTrans design that will prevent water intrusion and contaminated runoff from discharging into the Grassy Brook and associated wetlands, reduce the risk of groundwater contamination, eliminate the need for salt and sand to be dumped on the ground upon delivery and then moved into the structure, and reduce waste. The site is in immediate proximity to the Grassy Brook, wetlands associated with the Grassy Brook, and the state-delineated river corridor.

This project is being funded by a Transportation Alternatives Grant. The Grant is expected to cover 80% of the costs. With the use of Federal funding, the project will be subject to oversight and guidance by VTrans who administers the funds. Additionally, the development of the project must follow the VTrans Local Projects (LP) project development process. The project will be managed by Windham Regional Commission Planner Marion Major and Guy Tanza and Town Selectboard with oversight by Mr. Chris Hunt, VTrans Municipal Assistance Bureau.

Questions related to the LP project development process can be answered by VTrans Project Supervisor, Chris Hunt, VTrans, Municipal Assistance Bureau, phone (802) 595-4556 or email Chris.Hunt@Vermont.gov.

The lead local contact and administrative support for the project is Marion Major, Windham Regional Commission, 139 Main Street Suite 505, Brattleboro, VT – phone (802) 257-4547 x109 or email mmajor@windhamregional.org

III. RESPONSE FORMAT

Responses to this RFP should consist of the 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 that includes detailed steps to be taken, including any products or

deliverables resulting from each task.

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 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.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

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.

IV. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes Town of Brookline representatives, and the VTrans Project Supervisor. The proposal will be evaluated considering the following weighted criteria:

Criteria	Weight	Maximum Points	Weighted Total
1. Understanding the Scope of Work	5	5	25
2. Knowledge of Project Area	2	5	10
3. Qualifications/Experience of Proposed Staff	3	5	15
4. Availability of Technical Disciplines	2	5	10
5. Past Performance on Similar Projects	5	5	25
6. Reasonableness of proposed schedule and labor hour estimates	3	5	15

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

The committee will select the consultant on or about May 1, 2019.

V. SUBMISSIONS

Consultants interested in this project should submit four (4) copies of their proposal to:

Guy Tanza
Town of Brookline
P.O. Box 403
Brookline, VT 05345

Note: Electronic submissions are allowed. Submit to mmajor@windhamregional.org

Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside

1. Name and address of prime consultant
2. Due date and time
3. Envelope contents (technical or cost proposal)
4. Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Questions about the project should be directed to **Marion Major** at the above address or at:

Telephone: (802) 257-4547 x 109

E-mail: mmajor@windhamregional.org

Questions can also be directed to Chris Hunt at:

Phone (802) 595-4556
E-mail: Chris.Hunt@Vermont.gov
Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633

All proposals must be received by the Town no later than 5:00 PM on April 26, 2019. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

All proposals upon submission become the property of the Town of Brookline. 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 Brookline. This solicitation in no way obligates the Town to award a contract.

VI. 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, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. 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.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services updated August 2014. 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 Brookline Selectboard, 734 Grassy Brook Road Brookline, Vermont, 05345. 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.

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This Request for Proposals in no way obligates the Town to award a contract.

VII. Scope of Work

In general, the scope of this project will follow the project development process used by the Local Projects section of VTrans as follows:

- ⇒ Project kick-off and review of conceptual plans
- ⇒ Submission of documentation and plans for NEPA process
- ⇒ Development of preliminary plans
- ⇒ Develop Right of Way (ROW) plans, if necessary, and assist with ROW documents
- ⇒ Develop contract plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process
- ⇒ Construction Inspection

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 VTrans project supervisor will be a participant in this meeting and will provide an overview of the typical project development schedule for locally managed 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 and take notes to document the discussions and decisions made and to distribute to parties of interest.

Task 2: Conceptual Plans

The consultant will review Conceptual Plans and provide 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 VTrans Standard Specifications for Construction, the current editions of the Vermont State Standards, the Public Rights of Way Accessibility Guidance issued by the US Access Board, and the most recent edition of the Manual on Uniform Traffic Control Devices. 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 2018 VTrans Standard Specifications for Construction.

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.

Phase B- PROJECT DESIGN

Task 3: Preliminary 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 measures. Where applicable, the preliminary plans will contain:

- Title Sheet
- Typical Sections
- Base Plan with a project centerline and existing ROW information
- Profiles
- Cross Sections
- Driveway treatments
- Drainage details
- Erosion Prevention measures and details
- Signs and pavement markings
- Lighting
- Traffic control plans for motor vehicles, bicycles (if accommodated separately from motor vehicles) and pedestrians including any details not covered by VTrans standard drawings or MUTCD Typical Applications. Note that if it has been determined that the project impacts are significant, a draft Traffic Management Plan, modeled on the VTrans standard format, shall be submitted with the preliminary plans.

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, estimate and draft TMP (if applicable) will be submitted to VTrans in a .pdf format. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans.

Task 4: Final Design/Bidding

The consultant will prepare the final construction design of the project. Final Design will include final plans, an updated construction cost estimate, and draft special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2018) 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.

4.1: 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. If a TMP is part of the project, a final version of the TMP shall be submitted with Final Plans.

4.2: Special Provisions

The Consultant will develop any project special provisions to cover items not contained in the VTrans 2018 Standard Specifications for Construction or those items that vary from the standard specifications.

4.3 Final Estimate

The consultant will develop a final engineer’s estimate.

Task 5: Contract Plans, Construction Bidding and Award

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

5.1: 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.

5.2: 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.**)

5.3: 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 conduct an analysis of the bids and will provide a recommendation to the municipality and VTrans on award of the contract after review of the bids. 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 6: Construction Services

The Consultant will provide assistance during the construction phase, primarily to answer any design questions that come up. The consultant will also review any required shop drawing submittals. It is anticipated that three to six visits to the project site during construction will be required. Provide miscellaneous design and inspection engineering services during construction. For a further description of the Construction Inspection Scope of Work, see Appendix A.

The project design engineer will **not** be allowed to perform the construction inspection services unless the final construction estimate is below \$250,000. The Town reserves the right to add construction inspection services to the contract via amendment or to procure independent construction inspection services. If the Town decides to amend the scope of work, then the parties will mutually agree upon a scope and fee for Construction Inspection and the contract will be amended accordingly. Do not prepare a cost estimate for Construction Inspection services at this time.