

Pittsford Salt and Shed Project (STP MM18 (13))

Town of Pittsford, VT

I. Project Background –

In the interest of preventing salt and sand from making its way from the Town's Transfer Station into nearby water ways and ultimately into Lake Champlain and in the interest of more efficient use of salt and sand for winter highway maintenance, the Town of Pittsford, with federal State grant funding through the Vermont Agency of Transportation (VTrans), is seeking engineering services for a project to erect a salt and sand shed at the site of the Town's Transfer Station (off Depot Hill Road).

This project is being funded by a VTrans grant, which 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 Pittsford Town Manager John Haverstock with oversight by Derek Kenison from VTrans.

Questions related to the LP project development process can be answered by VTrans Project Supervisor, Derek Kenison, Municipal Assistance Bureau, Local Projects Section, One National Life Drive, Montpelier, VT 05633-5001 – phone (802) 828-4691 or email derek.kenison@vermont.gov.

The lead local contact and administrative support for the project is John Haverstock, Pittsford Town Manager, P.O. Box 10, Pittsford, VT 05763 (802) 483-6500 x20 or email: manager@pittsfordvermont.com

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 Pittsford 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 March 16, 2018.

V. SUBMISSIONS

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

Note: Electronic submissions are allowed

John Haverstock

Pittsford Town Manager

P.O. Box 10

426 Plains Road

Pittsford, VT 05763

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 Pittsford Town Manager **John Haverstock** at the above address or at:

Telephone: (802) 483-6500 x20

FAX: (802) 483-6612

E-mail: manager@pittsfordvermont.com

Questions can also be directed to Derek Kenison at:

Phone (802) 828-4691

E-mail: derek.kenison@vermont.gov

Vermont Agency of Transportation

1 National Life Drive

Montpelier, VT 05633

All proposals must be received by the Town no later than 3:00 PM on Friday, February 23, 2018. 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 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 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 Pittsford Selectboard, P.O. Box 10, Pittsford, VT 05763. 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 development of conceptual plans
- ⇒ Submission of documentation and plans for NEPA process
- ⇒ Development of preliminary plans
- ⇒ 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 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: Resource Constraints and CE 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).

2.1: 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.

2.2: Historical/Archaeological

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

2.3: 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.

2.4: 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 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. The preliminary plans will contain:

- Title Sheet
- Typical Sections
- Base Plan
- Profiles
- Cross Sections
- Drainage details
- Erosion Prevention measures and details
- Lighting

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 (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.

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. 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.) 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 2011 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.
- 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 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. It is anticipated that three to six visits to the project site during construction will be required.