

Windsor Structures Project [BC2334] Request for Proposals for Engineering Services Town of Windsor, Vermont

I. PROJECT BACKGROUND

The Town of Windsor, Vermont, is soliciting engineering services for the design of a replacement crossing structure for Bridge #27 on Johnson Road (TH# 22) over the Hubbard Brook (see Attachment A: VTrans Inspection Report).

The existing structure, which is a steel main structure with a wood deck, has a limited weight capacity, and because Johnson Road is a dead-end and Bridge #27 is the only access over the Hubbard Brook, residences on Johnson Road have experienced difficulties getting fuel deliveries.

The project is being developed through the FY25 Town Highway Structures Program of the Vermont Agency of Transportation (VTrans). The project will be managed by Tom Marsh, Town Manager for the Town of Windsor, with assistance from Logan Nicoll, Planner with the Mount Ascutney Regional Commission.

The lead local contact and administrative support for the project is Logan Nicoll, Mount Ascutney Regional Commission, P.O. Box 320, Ascutney, Vermont 05030 – (802) 674-9201 (phone) or lnicoll@marcvt.org (email).

II. 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 maximum 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.

III. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes town 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 21, 2025.

IV. SUBMISSIONS

Consultants interested in this project should submit three (3) copies of their proposal to:

Logan Nicoll
 Mount Ascutney Regional Commission
 P.O. Box 320
 Ascutney, Vermont 05030

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

- a. Name and address of prime consultant
- b. Due date and time
- c. Envelope contents (technical or cost proposal)
- d. 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.

Email submissions are also acceptable. Technical and Cost Proposals should be sent as separate PDF attachments to a single email submission to:

Logan Nicoll, Planner
 Mount Ascutney Regional Commission
lnicoll@marcv.t.org

Please use the following subject heading for email submissions: “Johnson Road Crossing Structure Engineering Services – [Organization Name]”

Expect a confirmation email reply upon receipt and acceptance of the proposal.

Questions about the project should be directed to **Logan Nicoll** at the above address or at:

Telephone: (802) 674-9201
FAX: (802) 674-5711
E-mail: lnicoll@marcv.t.org

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to Logan Nicoll at the addresses specified for proposal submission by February 21, 2025. All questions will be answered in writing by February 28, 2025. All questions and answers will be shared as an addendum to this RFP everywhere it is posted and shared with all other consultants that have contacted the Town about this RFP.

All proposals must be received no later than 5:00 PM on March 7, 2025. 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 Windsor. 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 the Town of Windsor. This solicitation in no way obligates the Town to award a contract.

V. 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://vtranscontracts.vermont.gov/personal-services/related-documents>).

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 May 2019. 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 Windsor Selectboard, PO Box 47, Windsor, Vermont 05089. 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.

VI. SCOPE OF WORK

In general, this project will adhere to the following project development process:

- ⇒ Project kick off meeting which includes the Consultant, the Town, the regional River Management Engineer from the Vermont Agency of Natural Resources and the VTrans Project Supervisor
- ⇒ Field data collection and analysis

- ⇒ Hydrologic and Hydraulic Analysis and structure type alternatives review
- ⇒ Develop 85% plans
- ⇒ Review applicable permits
- ⇒ Develop Right of Way plans, if necessary
- ⇒ Develop final plans, technical specifications, final engineer's estimate and bid documents
- ⇒ Review of shop drawings and other contractor submittals
- ⇒ Conduct site visits during construction

This process will consist of the following Scope of Work:

Phase A- PROJECT DEFINITION

Task 1: Literature Review and Current Conditions

The consultant will review the Town codes and standards, Vermont Agency of Natural Resources Stream Alteration Permit Standards as well as the applicable state codes and standards. The consultant will travel to the project site to collect field data and soil samples to inform the project design.

1.1: Field Data Collection

The consultant is to visit the site and collect all necessary data and the physical characteristics of the site to design and construct the project.

1.2: Site Survey

The consultant shall identify all existing overhead and underground utilities that may be affected by project construction and depict their location on project plans. The consultant will perform the topographic survey for this project in general accordance with VTrans survey guidelines and requirements. The survey will include enough information to design, permit, acquire Right-of-Way and construct the project.

1.3: Soils Investigation

The consultant is to collect no fewer than three borings at the site of the current abutments geotechnical evaluation and prepare a report on soil classifications, stratification and recommended soil bearing capacity.

1.4: Site History

The consultant shall review the history of the site, including but not limited to the flood history, past planning and location studies, and the most recent bridge inspection report for the current structure.

Task 2: Hydrologic and Hydraulic Analysis

The consultant shall confer with the regional River Management Engineer to determine the methodology to be used.

For the Hydrologic and Hydraulic Analysis: the analysis shall be done in accordance with the VTRANS Hydraulics Manual. The consultant shall confirm hydraulic sizing with the River Management Engineer.

Task 3: Structure Type Alternatives Analysis

The consultant will prepare a Structure Type Alternatives Analysis with a conceptual construction cost estimate for each of the proposed structures and a recommendation for choosing the structure type.

3.1: Municipal Review

At this stage the consultant will submit the Alternatives Analysis to the Town for review and the

Town shall coordinate with VTrans and the VT Agency of Natural Resources in selecting a structure alternative for the consultant to further develop. The consultant shall confer with the River Management Engineer concerning the proposed channel profile through the proposed new structure.

Phase B- PROJECT DESIGN

Task 4: Design and Plan Development, Construction Specifications

The consultant will develop the Final (85%) Plans for the project. The plans will include all the information from the alternatives analysis for the structure chosen by the Town and will add all further details necessary for construction, including any stormwater drainage and required erosion prevention and sediment control measures, and any necessary special provisions not in covered by the 2024 VTrans Standard Specifications for Construction. In addition to the plans, the consultant will develop an Engineer's Estimate.

4.1: Final (85%) Plans

The Consultant will develop Final (85%) Plans along with a listing of items and quantities, and an associated cost estimate. 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. The Consultant will also provide a "Utility Clearance" that indicates that all necessary utility coordination has been completed. The plans will contain:

- Title Sheet
- Typical Sections
- Layout Sheets showing existing and proposed features
- Base Plan with a project centerline, construction limits and existing ROW information (consultant shall provide supporting information addressing how right of way limits were determined)
- Profiles
- Cross Sections
- Driveway treatments
- Drainage details
- Erosion Prevention measures and details
- Signs and pavement markings
- Lighting
- Traffic control plans for motor vehicles and pedestrians

The design will be in accordance with HL93 AASHTO Vehicular Live Loading, the 2024 VTrans Standard Specifications for Construction, the current standards of the VTrans Hydraulic Manual, the Vermont ANR Stream Alteration Permit Standards, the current edition of the Vermont State Standards, the current edition of the Vermont Pedestrian and Bicycle Facility Planning and Design Manual, 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.

4.2: Special Provisions

The Consultant will develop any project special provisions to cover items not contained in the

VTrans 2024 Standard Specifications for Construction for those items that vary from the standard specifications.

4.3: Municipal Review

A submittal to Town is expected at this stage for review. All comments and changes resulting from the review will be addressed by the consultant in the following set of Contract (100%) Plans. The plans will include all information necessary to put the project out to bid.

Task 5: Permitting Assistance and Right of Way Plans

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 responsible for any permit fees.

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by the Consultant. They will determine if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project.

The municipality will be responsible for appraisals, negotiations and completing the acquisitions, if necessary.

Task 6: Prepare Opinion of Probable Construction Cost

The consultant will prepare a final construction cost estimate.

Task 7: Contract Plans and Construction Bid Package

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.

7.1: Contract Plans

The consultant will submit Contract (100%) Plans along with an updated list of items, quantities and an associated cost estimate for municipal 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.

7.2: 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 (If needed).
- Construction special provisions.
- All necessary permits acquired, and conditions noted.
- Construction Contract specifications.
- Bid Documents including instructions to bidders, bid form and all required documents.