



August 16, 2024

**BARRE AREA DEVELOPMENT CORPORATION**  
**on behalf of**  
**PROSPECT HEIGHTS DEVELOPMENT, INC.**  
**and the**  
**CITY OF BARRE, VERMONT**

**REQUEST FOR ENGINEERING SERVICES PROPOSALS**  
**PROSPECT HEIGHTS HOUSING DEVELOPMENT**  
**For the**  
**ENGINEERING & PERMITTING DUE DILIGENCE PHASE**

**Introduction**

The Barre Area Development Corporation (BADC) is the principal economic development organization for the City and Town of Barre. As with many Vermont communities, housing is currently a critical issue for both municipalities. Accordingly, BADC has undertaken an initiative to attack the housing issue for these two communities through the creation of a spin-off corporation - Prospect Heights Development Corporation (PHDI). BADC, in collaboration with both the City of Barre and PHDI, has taken the initiative to resurrect a private development project (Prospect Heights) owned by Fecteau Residential, Inc., of Montpelier, Vermont, for which an engineering design and limited preliminary permitting were accomplished in 1990. The project concept and plans are approaching 35 years old!

The project has sat dormant since that time while the Fecteauss pursued other projects. Prospect Heights Inc. was created to complete the engineering, permitting and infrastructure of a residential housing project ranging from affordable to market rate housing. BADC has taken the lead, through PDHI, in this Due Diligence Phase to start the process to advance this development project to completion.

Briefly summarizing, the first step to do so is complete a Due Diligence Phase to conduct an initial review of the both the site and infrastructure design and permitting completed in 1990-91. The Due Diligence Phase is intended to determine what design modifications may be necessary to conform to current environmental regulations, as well as to determine what is required to achieve necessary local and permitting approvals to move forward. In consideration of those factors, an updated determination of parcel layout and housing unit capacity on the site must also be completed.

## **Due Diligence Objective:**

It is the objective of this Due Diligence Phase to review current technical and regulatory requirements and financial feasibility to assess the viability of the proposed project to advance to the Final Design, Bid and Construction Phases for the purposes of risk management, exercising a Purchase Option from the current Owner, and to pursue/accept funding grants from State and/or Federal Agencies.

## **Project Background**

The Prospect Heights Development, Inc. Project in Barre, Vermont, consists of completion of engineering, permitting and infrastructure of a residential housing development for a range of housing from affordable to market rate. As designed in 1990, the Project consists of 50 single-family lots and two multi-family lots of clusters: one with the potential for up to 32 units, and the other with the potential of up to 46 units. A total of 128 units could be constructed, depending on technical/environmental requirements, permitting requirements and Act 250. The Project has frontage on Prospect Street and Jacques Street in Barre, Vermont. The entrance to the Project would be roughly .5 miles from Main Street in the City of Barre. (see attached GIS Parcel map)

Preliminary engineering plans including site layout, grading, roadways, water and wastewater systems, and stormwater collection system for the Prospect Heights development project were completed in 1990 by DuBois & King, Inc. A recent Conceptual Cost Estimate (copy attached) prepared by DeWolfe Engineering Associates estimates the Project Cost at \$5.86 M (say \$6 M).

## **Site Design Hi-Lites:**

A summary of notable site/project characteristics is as follows:

### **Parcels Layout:**

- PRD Lot/Area "A" = 7.5 acres and 32 proposed units
- PRD Lot/Area "B" = 10.9 acres and 46 proposed units
- 50 single family lots = 17.03 acres
- 3,015 feet of roadways

### **Existing Site Characteristics:**

- the tract consists of 35.43 acres
- the elevations of the site run from 955' to 800', a change of 155 feet
- the land has outcroppings of ledge

-a Green Mountain Power transmission line crosses the property, and a substation is situated on the property

-there are three areas on the property that have cognizable wetland functions. These areas are located on or adjacent to proposed lots # 14 thru 17, 27 thru 33 and 37 thru 40.

### **Zoning and Permitting:**

The Fecteau project received approval by the City Planning Commission in 1991 under the then existing subdivision bylaws; however, the project did not advance to the stage to obtain any other local permits or required State permits at that time.

*(Note: The above project background discussion is provided for basic project information and orientation. It is up to the selected consultant to independently verify or update this information as part of the Due Diligence process)*

### **Mandatory Pre-Proposal Briefing and Site Inspections:**

A **mandatory Pre-Proposal Briefing and Site Inspection** will be held at 1:30 p.m. on Wednesday, August 28, 2024. The briefing will be held in the Barre City Council Chambers in City Hall, 6 North Main Street, Barre City (metered parking available to the rear of City Hall). ***Additional background information will be distributed at this briefing.*** A follow-up site walkover of the project site will be held immediately following the briefing. Proposals received from consultants who did not attend and register at the pre-proposal briefing will not be considered.

### **RFP Links and Attachments:**

The following background documents or links are provided for your information and reference.

BADC Web Link: <https://www.badc.com/>

Prospect Heights Project Web link: <https://www.badc.com/prospectheights/>

Barre City GIS Parcel Link (copy attached) :  
[https://gisserver1.axisgis.com/arcgis/rest/directories/arcgisoutput/PrintingPro/ExportWebMap\\_GPServer/\\_ags\\_2d7e921e-576e-11ef-a241-0e70101f0957.pdf/](https://gisserver1.axisgis.com/arcgis/rest/directories/arcgisoutput/PrintingPro/ExportWebMap_GPServer/_ags_2d7e921e-576e-11ef-a241-0e70101f0957.pdf/)

DeWolfe Engineering Associates Conceptual Cost Estimate (02/16/24) (copy attached)

DuBois & King, Inc. – Fecteau Development Project Plans\*\*

\*\* A digital copy is being prepared and will be distributed to Consultants attending the Mandatory Pre-Proposal Briefing

## Scope of Services:

Responders shall provide an outline scope of services addressing the following elements, at a minimum:

### 1. Technical Review

- a. Conduct a **Design Review** of the 1990 Project Plans to determine, at a minimum:
  1. appropriateness of design against current technical/environmental regulations and best practice
  2. identify, as best as possible, any technical issues or design modifications that may be required
  3. preliminary assessment of existing wetlands and their impacts on the site development plan
  4. updated assessment of parcels layout and housing unit capacity in accordance with current City Ordinances
  5. assessment of stormwater system conformance to current stormwater regulations and any modifications that may be required
  6. Any current design or construction issues foreseeable at this time

### B) Municipal Infrastructure Impacts Assessment

1. Coordinate with the City Public Works Director to determine the capacity/ability of the City infrastructure to accommodate this proposed project to include sanitary and storm sewer systems, stormwater systems and water supply/wastewater treatment facilities.
2. Prepare a current assessment of stormwater generation and disposal needs, including any onsite stormwater management/pretreatment systems as may be required under current state regulations.
3. Coordinate with the Public Works Director (Brian Baker, PE) as to what upgrades of City Infrastructure may be required\*.

*\*(Note: It is not expected that detailed hydraulic analyses or utility upgrade designs of municipal utilities will be conducted as part of this due diligence phase. The intent is to develop a current desk-top assessment of municipal infrastructure capabilities or deficiencies, general location of same, and a feasibility level, parametric order of magnitude cost estimate of anticipated upgrades. To the extent necessary, detailed upgrade assessments and designs will be commissioned at a later date, most likely by the City of Barre.)*

c) Updated Cost Estimates

1. Prepare updated preliminary construction and project cost estimates, using as best as possible quantity take-offs from the current design plans, allowing for anticipated modifications as best as possible at this “pre-design” stage.

**Note:** This scope of work is *not intended* to update or revise the current plans to final design or construction documents status. This technical review is intended to complete a Due Diligence review and assessment as to compliance with current design standards, and to determine what modifications may be required and/or what issues, if any, exist in advancing the project to final design and bid/construction document phases.

2. **Permitting Status and Assessment:**

Prepare a comprehensive assessment of municipal permitting, zoning and state permit requirements:

- i. Prepare a summary assessment of current City permitting status
- ii. Determine which City permits and/or Zoning Approvals are to be updated or acquired, including Development Review Board approval.
- iii. Determine what State Permits are required
- iv. Assessment of any foreseeable issues associated with Act 250 approval

3. **Narrative Summary Report:**

- a) Prepare a narrative summary of the above assessments reporting on the findings of the above assessments including an identification of any issues impacting the advancement of the project and/or recommendations regarding next steps
- b) Prepare a digital copy as well as four (4) hard copies of the Due Diligence Report

4. **Project Meetings:**

Provide allowances for the following meetings, at a minimum, with the Executive Director and/or PDHI Board Members and City representatives:

- a. Kick-off mtg
- b. Progress/Coordination Mtg
- c. Due Diligence Report Presentation and Review Mtg

**Fee proposal:**

Provide a fee proposal summary *separate* from the Technical Proposal, with supporting Task and Man-hour matrices as follows:

- a. Site Plan/Engineering Technical Review Hourly Basis, NTE
- b. Permitting Review /Assessment Hourly Basis, NTE
- c. Meetings Allowance Hourly Basis, NTE

**Fee Proposals shall be submitted in a separate electronic file (or separate, sealed envelope).**

## **Project Funding and Related Requirements**

Funding for this **Due Diligence Phase** of work is being provided by a **pending Vermont Agency of Commerce and Community Development (VACCD) Planning Grant** in the amount of \$60,000. Final Grant approval is expected at the Agency's November 13 Board meeting.

The **Implementation/Construction Phase** is anticipated to be funded from the following sources:

- a) **Northern Borders Regional Commission:** A \$3.2 M Economic Development Grant has been awarded and is now proceeding through the administrative acceptance and execution Phase.
- b) A **Congressional Directed Spending Request (CDSR)** in the amount of \$6.316 M has been nominated by Senator Sanders for inclusion in the FY25 Federal Budget. This CDSR has cleared the first hurdle (Senate Appropriations Committee) and is awaiting Congressional Approval as part of the Federal Budgeting Process. In the event this CDSR is approved as submitted, we anticipate the award will be reduced to the amount needed to fill the gap between the NBRC Grant and the Project Budget.

### **Due Diligence Project Budget:**

As noted above in the Project Funding Section, this Due Diligence phase is being underwritten by the VACCD Planning Grant. That said, we have refrained from establishing a fixed project budget. We are asking responding consultants to present a project budget commensurate with a scope of services and schedule responsive to this RFP. In the event the preferred consultant's budget exceeds \$60,000, we will make every effort to work with the consultant to establish a mutually agreeable scope of work and budget.

### **SAM Certification**

Evidence that the consultant and contractors are registered with the System for Award Management (SAM)

### **Debarment Certification:**

The submitting consultant **must certify** in its proposal that it complies with the following debarment conditions:

1. is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State

- antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) above; and
  4. Has not within a three-year period preceding this application/proposal had one of more public transactions (Federal, State or local) terminated for cause or default.

**Insurance Requirements:**

State of Vermont Grant insurance provisions apply to the Consultant. Prior to beginning any work, the Consultant shall submit certificates of Insurance providing the following converges:

- Professional Liability Coverage (\$1,000,000)
- Commercial General Liability Coverage
- Worker’s Compensation Insurance and Employers Liability with minimal limit of \$500,000 any one occurrence

No warranty is made that the coverages and limits listed above are adequate to cover and protect the interests of the Consultant. These are solely minimums that have been developed and must be met to protect the interests of the State and the City.

**Proposal Format:**

Concise narrative proposals are requested. Extensive qualifications packages are not required. Brief statements of relevant site design and permitting experience with a list of representative projects are sufficient. The emphasis of the proposal should be on a thorough presentation of the Technical Review and Permitting Assessment Scopes of work and an updated budgetary Project Cost Estimate. Technical Proposals should include the following:

1. Technical/Permitting Scope of Work Presentations
2. Due Diligence Completion Schedule
3. Proposed Services Fees Summary, including Budget Matrix by task with associated staff assignments and rates
4. Hourly Rate schedule (should scope modifications be required)
5. A Statement confirming the firm is in compliance with the Debarment and SAM Provisions identified herein
6. Three relevant project references and contact information

**Proposal Submission/Consultant Selection: Target Schedule:**

<b>Proposal Phase:</b>	<b><u>NLT</u></b>	
Proposal Release Date	Friday	August 16
Mandatory Pre-Proposal Briefing & Site Inspection	Wednesday	August 28
Proposal Submittal	Friday	September 27
Interviews (if required)	Week of	October 7
Selection Recommendation to Council	Friday	October 11
Council Election	Tuesday	October 15

**Note:** A consultant contract for this Due Diligence Phase can not be executed until after the VACCD Community Development Board Meeting on November 13, 2024, at which formal approval of the grant is obtained and a subsequent Notice to Proceed Issued. Our best judgement at this time is that the consultant contract for this Due Diligence Phase can be executed on/about December 2, 2024.

**Project Schedule:**

We are interested in proceeding in as timely a manner as possible but have not established an arbitrary Due Diligence Completion Schedule. We will defer to each consultant to establish it's own Due Diligence Phase Completion Schedule. That said, the consultant shall provide a statement as to staff capacity and ability to meet the Due Diligence competition schedule presented in your proposal.

**Proposal Submittal Requirements:**

All proposals must be received no later than 2:00 PM on Friday, September 27, 2024. E-mail (digital) submittals are preferred, but hard copy submittals are acceptable. Proposals received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

Digital copies submitted to:                      Aimée S. Green  
[aimee.green@badc.com](mailto:aimee.green@badc.com)

Hard copy submittals are an acceptable alternative. Please submit **4 copies** to:

Aimée S. Green  
Executive Director  
Barre Area Development, Inc.  
P.O. Box 265  
Barre, Vermont 05641

All proposals become the property of BADC upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Consultant. BADC reserves the right to modify any technical and submission requirements associated with this proposal and the scope of work. BADC reserves the right to reject any or all proposals received, negotiate with any qualified source, or cancel in part or in its entirety this RFP as is determined to be in the best interest of BADC and/or the City of Barre. This solicitation in no way obligates the BADC to award a contract.

**Interviews:**

Interviews are not contemplated at this time, but may be requested in the event BADC receives proposals considered to be closely competitive for which elaboration may be required. In the event interviews are warranted, all firms will be notified of those selected for interviews.



## **Selection Criteria:**

The following criteria will be considered in the selection of the firm requested for this work:

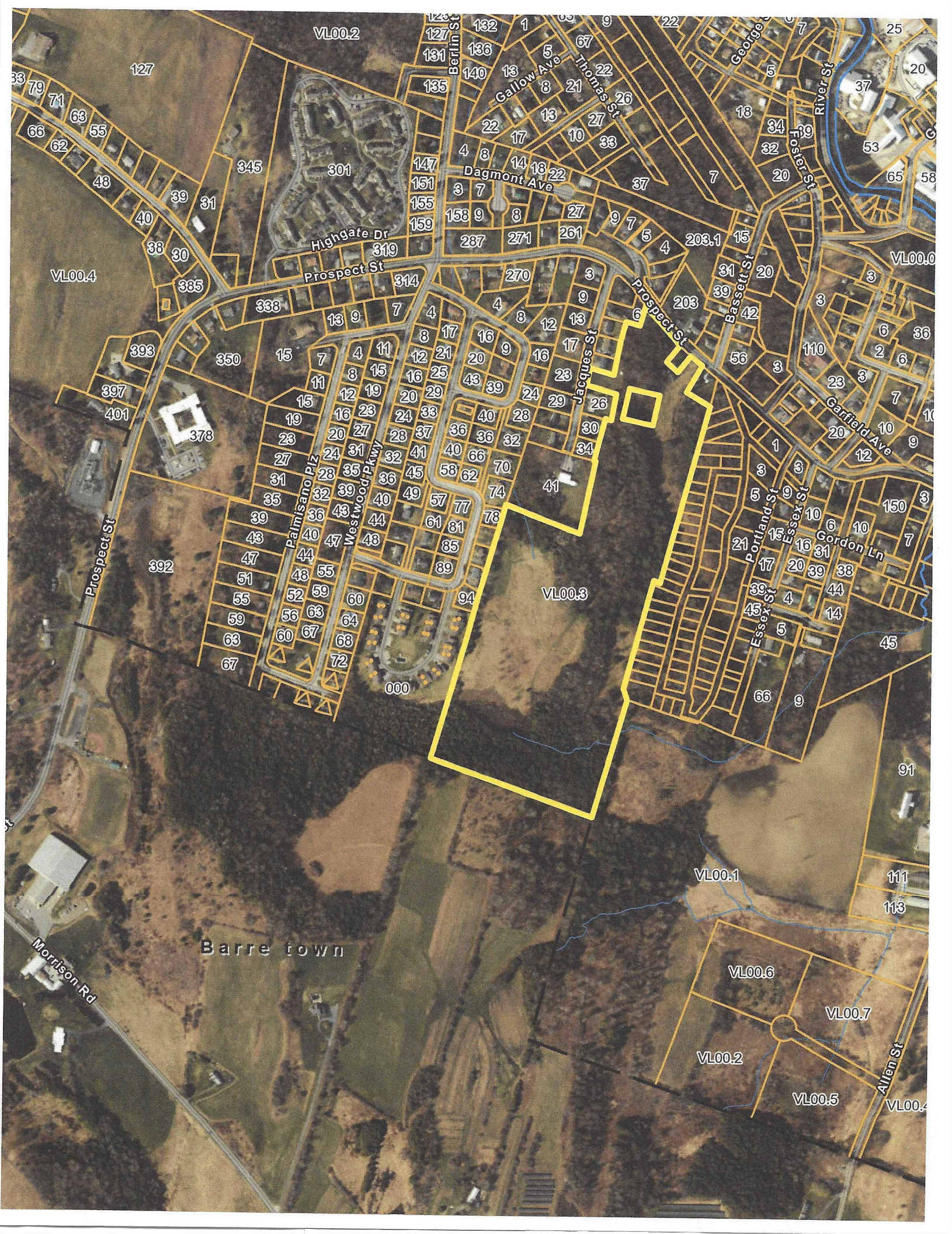
1. Qualifications/Experience of the firm and the Project Manager to be assigned
2. Responsiveness and Thoroughness of the Proposed Scope of Services
3. Proposed Delivery Schedule and Ability to Commit Thereto
4. A statement as to staff capacity to complete this assignment in a accordance with the consultant's proposed schedule
5. SAM and Debarment Certifications
6. Fee(s) Presentation and Man-hour Matrices

While fee and schedule are important selection considerations, they are not necessarily the exclusive basis for selection. BADC reserves the right to select the firm submitting the proposal deemed to be most responsive to this RFP and/or in the best interests of the client. BADC and/or the City of Barre also reserve the right to enter into negotiations with the selected firm for subsequent phases of engineering support for this project, including but not limited to Design Completion and Final Permitting Services, Bid Phase, and Construction Administration/ Inspection. Services

## **Questions:**

Questions related to this RFP should be directed to Steven Mackenzie, via email at [smackenzie2@myfairpoint.net](mailto:smackenzie2@myfairpoint.net) (802-477-2255) or Aimee Green\*, Executive Director, at [aimee.green@badc.com](mailto:aimee.green@badc.com) (office 802-476-0660). Email communications preferred.

*\*Note: Aimee will not be available from August 17 thru August 26.*



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# Engineer's Opinion of Conceptual Construction Cost

Prepared by: DeWolfe Engineering Associates, PC



Project #: 23302, Prospect Heights Housing Development  
 Engineer: BMLK  
 Checked By: JJS  
 Date: 2/16/2024  
 Location: Barre City, Vermont

## Linear Foot Cost Estimate Breakdown

Item	Unit	Quantity per Foot	Unit Cost	Cost / LF	Source	Notes
<b>Roadway: Class 3, 28' width with shoulders, 6" pavement, 24" subbase</b>						
Subbase of Dense Graded Crushed Stone	cy	2.5	\$48.47	\$120.28	1	
Superpave bituminous concrete pavement	ton	1.0	\$100.04	\$104.34	1	
Geotextile for roadbed separator	sy	4.3	\$2.01	\$8.71	1	
Durable 4 inch yellow line, polyurea	ft	4	\$2.80	\$11.20	1	
General Ex/disposal	cy	6.2	\$18.95	\$117.56	1	Within section assuming 10% average slope, Common excavation
Side slope cut/fill	cy	2.5	\$24.34	\$60.17	1	Assume 10% average slope, sidewalk one side and 4:1 side slopes, Earth borrow
Sidewalk and vertical granite curb	ft	1	\$130.80	\$130.80	3	Inflated 20%
Vertical granite curb, no sidewalk	ft	1	\$77.43	\$77.43	1	
Lighting and Landscaping	ft	1	\$40.00	\$40.00	2	Assume 1 light per 250', 1 street tree per 50'
Clearing/restoration/erosion control	ft	1	\$12.50	\$12.50		Engineer's estimate
<b>Roadway Subtotal \$683.00</b>						
<b>Utilities</b>						
Water Main & Services	ft	1	\$175.00	\$175.00	2	Assume 1 hydrant per 300', 1 gate valve per 800', and services to each lot
Sewer Main	ft	1	\$115.00	\$115.00	2	Assume 1 manhole per 300' and services to each lot
Stormwater Conveyance	ft	1	\$150.00	\$150.00	2	Assume 1 catch basin per 300'
UG Power/comm	ft	1	\$200.00	\$200.00		Engineer's estimate
<b>Utilities Subtotal \$640.00</b>						
<b>Stormwater Treatment</b>						
Stormwater treatment basin	each	1	\$500,000.00	N/A		Assume one common stormwater treatment area for entire development, Engineer's estimate

**Notes:**

1. VTrans Two-year Average Price List, September 2021–September 2023
2. RSMMeans Site Work and Landscape Costs 2023, combination of various items as needed
3. Vtrans Report on Shared-Use Path and Sidewalk Costs, January 2020

# Engineer's Opinion of Conceptual Construction Cost

Prepared by: DeWolfe Engineering Associates, PC



**Project #:** 23302, Prospect Heights Housing Development  
**Engineer:** BMLK  
**Checked By:** JJS  
**Date:** 2/16/2024  
**Location:** Barre City, Vermont

Item	Item Description	Unit	\$	Est. Qty	Total
<b>Roadway Construction</b>					
Roadway	28' width with shoulders, vertical granite curb, 5' sidewalk on one side, striping, lighting, and street trees	ft	\$683.00	3,032	\$2,070,856
Utilities	Water main with hydrants valves and curb stops, sewer main and service stubs, stormwater conveyance, underground power, and fiber optic	ft	\$640.00	3,032	\$1,940,480
Stormwater Treatment	Assume one common stormwater treatment area for entire development, including future buildings, drives, and parking	lump sum	\$500,000.00	1	\$500,000
<b>Subtotal</b>					<b>\$4,511,336</b>
20% Contingency					\$902,267
10% Engineering Design and Permitting Fee					\$451,134
10% Mobilization					\$451,134
<b>Total Estimated Construction Cost</b>					<b>\$5,864,737</b>

Note: Engineering Design and Permitting Fee does not include resident engineering during construction.