

# *City of Barre, Vermont*

## *“Granite Center of the World”*

Steven E. Mackenzie, P.E.  
City Manager

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Barre, VT 05641  
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March 31, 2016

### **REQUEST FOR PROPOSALS ENGINEERING SERVICES BARRE CITY HMGP STORM DRAINAGE PROJECTS**

**Granite Street Storm Sewer Project: DR-4022-64-R**  
**North-End Storm Sewer Project: DR-4022-65-R**

#### **Introduction & Background:**

The City of Barre has been awarded two separate Hazard Mitigation Program (HMGP) Flood Mitigation Grants (75%) for the implementation of two, small neighborhood Storm Sewer projects located in the City’s “north-end”. The City of Barre is requesting Letter Proposals for Engineering Services for the Design and Bid Phase Support for these two projects.

The first project is the replacement and re-alignment of an existing, undersized segment of 8” clay tile storm sewer on Granite Street. The new storm sewer shall be 18” diameter PVC approximately 710 feet in length. The project will include approximately 100 ft. of lateral connections to 4 replacement new catch-basins on the east side of the street. The Stephens Branch outfall shall be relocated from adjacent to the Granite Street Bridge to an alignment across the parking lot and rear lawn of the Dessureau Machine Company at the south end of Granite Street. The property owner is aware of this project and is prepared to donate a sewer easement once the location is determined and agreed upon.

The second project is the construction of a new relief storm sewer to help alleviate chronic Main Street flooding in the vicinity of the Peoples Health & Wellness Clinic (553 North Main Street). This will (conceptually) consist of a short (30 ft. +/-) segment of 36” diameter sewer connecting through a new junction structure to proposed twin, 30” diameter storm sewers approximately 180 ft. long (360 ft. total sewer length) crossing North Main street, passing under the Washington County Railroad (WACR) spur line and then discharging to the Stephens Branch adjacent to an existing outfall structure.

Concept sketches and budgets used for grant application purposes are attached. Topographic surveys and base drawings have been completed for both project areas by Richard W. Bell Land Surveying, Inc., 297 South Main Street, Barre, VT 05641 which will be made available to the design consultant. It is the intent to consolidate the design and construction

drawings for both projects into one set of bid and construction documents. However, for purposes of assigning/tracking construction costs and grant budget/funding administration and construction phase administration, each project shall have separate cost breakouts in the bid form.

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

A **mandatory Pre-Proposal Briefing and Site Inspection** will be held at 1:30 p.m. on Monday, April 10, 2017. The briefing will be held in the City Council Chambers in City Hall, 6 North Main Street, Barre City (metered parking available to the rear of City Hall). A follow-up site inspection of both projects 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 Attachments:**

The following background documents are attached for your information:

- Concept Sketches
- Topo Base Plans
- Grant Program Budgets

**Scope of Services:**

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

**1. Design Phase:**

Prepare construction documents in the form of “1 Contract” including both projects. Specific tasks shall include but not necessarily be limited to:

- a. Kick-off mtg
- b. Preparation of a complete set of construction drawings to include:
  - Title Sheet
  - 20 scale Plan/Profile Drawings
  - Special Structures Details (outfalls, open cut RR casing, etc.)
  - Standard Details
- c. Easement drawings (Dessureau Property, WACR/VTrans parcel)
- d. Project Notebook including Bid and Contract Documents, Technical Specifications
- e. Construction cost estimates for each project
- f. Construction schedules for each project
- g. Design phase meetings with the owner as necessary to advance the design in a coordinated and timely fashion
- h. Work product shall be two hard-copy sets and 1 pdf version of the construction documents

- i. Consultant shall anticipate providing assistance to the Owner in facilitating easement acquisition and/or coordination with WACR/VTrans representatives as necessary. Owner will assist in this coordination as appropriate/necessary.
- j. Borings are not required. If subsurface information is required, the City's Street department can provide a crew and back-hoe at no cost for subsurface exploration purposes.

**2. Permit Acquisition:**

The consultant shall be responsible for preparing permit applications for a WACR casing permit as appropriate. No other State or Local Permit Requirements are known at this time.

**3. Bid Phase**

Provide complete Bid Phase Assistance to include:

- a. Placing the bid advertisement in electronic plan/bidding outlets
- b. Attending and leading a Mandatory Pre-Bid Meeting.
- c. Receiving questions during the bid period, preparation and distribution of a minimum of one Pre-Bid Meeting Addendum to prospective bidders via email.
- d. Conduct the Bid-Opening
- e. Bid review, reference checks and recommendation for award.
- f. Notice of Award preparation.

**Fee proposal:**

Provide a fee proposal summary, with supporting Task and Man-hour matrices as follows:

- |                       |                             |
|-----------------------|-----------------------------|
| a. Design Phase       | Lump Sum                    |
| b. Permit Assistance  | Hourly Basis, Not-to-Exceed |
| c. Bid Phase Services | Hourly Basis, Not-to-Exceed |

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

**Project Funding and Related Requirements**

These projects are 75% funded by the FEMA Hazard Mitigation Grant Program. HMGP Consultants and this contract are subject to all contract provisions from the State of Vermont and Section 404 related to HMGP contracts and projects. These include insurance, records, and financial requirements.

**Debarment Certification:**

The submitting consultant must certify in its proposal that it:

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 and FEMA Hazard Mitigation Grant insurance provisions apply to the Consultant. Prior to beginning any work, the Consultant shall submit certificates of Insurance providing the following coverages:

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 for the survey operations. 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 letter proposals are requested. Extensive qualifications packages are not required. Brief statements of relevant design/bid experience with a list of representative projects is sufficient. The emphasis of the proposal should be on a thorough presentation of the Design and Bid Phase Scopes of work, definitive design completion and bid schedules, and budget presentation. Proposals should include the following:

1. Design and Bid Phase Scope of Work Presentations
2. Design Delivery and Bid Schedule
3. Engineering 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 Provisions identified herein
6. Three relevant project references and contact information

**Proposal Submission and Project Schedules:**

**NLT**

**Proposal Phase:**

Proposal Release Date	Friday	March 31
Mandatory Pre-Proposal Briefing & Site Inspection	Monday	April 10
Proposal Submittal	Friday,	April 28
Council Award & Contract Authorization Decision	Tuesday	May 9
Notice of Award	Wednesday	May 10

**Design Phase**

Execute Design Contract/Kick-off Mtg	Wednesday	May 17
Complete Design	Friday	June 30

**Bid Phase:**

Advertise for Bids	Monday	July 10
Open Bids	Wednesday	August 2
Council Award of Construction Contract	Tuesday	August 15
Issue Notice of Award	Wednesday	August 16

**Construction Phase:**

Execute Construction Contract/Pre-Con meeting	Wednesday	August 25
Complete Construction	Friday	October 20

**Proposal Submittal Requirements:**

**All proposals must be received no later than 2:00 PM on Friday, April 28, 2017. E-mail submittals preferred; hard copy submittals acceptable. Proposals received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.**

Digital copies submitted to: Nicolas Landry, Asst. to the City Manager  
[nlandry@barrecity.org](mailto:nlandry@barrecity.org).

Hard copy submittal is an acceptable alternative. Please submit **4 copies** to:

Nicolas Landry  
Assistant to the City Manager  
6 N. Main Street, Suite 2  
Barre, VT 05641

All proposals become the property of the City of Barre upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Consultant. The City of Barre reserves the right to modify any technical and submission requirements associated with this proposal and the scope of work. The City 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 City of Barre. This solicitation in no way obligates the City to award a contract.

**Interviews:**

Interviews are not contemplated at this time, but may be requested in the event the City 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
2. Proposed Scope of Services
3. Proposed Design Delivery Schedule and Ability to Commit Thereto
4. Experience with FEMA HMGP Grant Projects and Requirements
5. Debarment Statement
6. Fee(s) Presentation and Man-hour Matrices

While fee is an important selection consideration, it is not necessarily the exclusive basis for selection. The City of Barre 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 City of Barre. For this project, design delivery schedule is of particular importance. The City also reserves the right to enter into negotiations with the selected firm for subsequent phases of engineering support for this project, including but not limited to Construction Administration and Inspection.

**Questions:**

Questions related to this RFP should be directed to the City Manager, preferably via email, at [manager@barrecity.org](mailto:manager@barrecity.org) (cell: 477-2255)

**Justification:** The Preferred Alternative is construction of a new storm sewer as this option is the most practical, straightforward, and provides the most permanent solution.

**Part 5: Project Description**

**Project Description** Upon application approval, the City will proceed as expeditiously as possible to commission the design, bidding and construction of the new storm sewer by following the HMGP Program Administrative Guidance and requirements and the scope of work contained within this application.

*GRANITE STREET*  
50 Years

**Expected Life of Project**

<b>Supporting Documentation:</b> (Attach)	<input checked="" type="checkbox"/>	<b>Photos</b>
	<input type="checkbox"/>	<b>Engineering Studies</b>
	<input checked="" type="checkbox"/>	<b>Site Diagrams</b>

**Project Costs for Preferred Alternative**

Item	Unit Qty.	Unit Measurement	Unit Cost	Cost Estimate
Mobe/Demob	1	LS	\$5,000	\$5,000
Remove Existing Storm Sewer	410	Feet	\$25	\$10,250
Install new 18" storm sewer; 0-8 ft.	590	Feet	\$60	\$35,400
Install new 18" storm sewer; 8-10 ft.	50	Feet	\$75	\$3,750
Install new 18" storm sewer; 10-12 ft.	70	Feet	\$90	\$6,300
Install new 15" lateral sewer	100	Feet	\$50	\$5,000
Install new Catch Basins	6	Each	\$3,000	\$18,000
Install Outfall Structure	1	Each	\$10,000	\$10,000
Trench Pavement Restoration	500	SY	\$35	\$17,500
Reset Curb	60	LF	\$18	\$1,080
Concrete Sidewalk Replacement	35	SY	\$65	\$2,275
Topographic Survey and Design Engineering	1	Allowance @ 20%	\$23,000	\$23,000
Construction Phase Oversight and Inspection	1	Allowance	\$15,000	\$15,000
			<b>Total Project Cost Estimate</b>	<b>\$152,555</b>

**Summary of Project Costs**





Yes

Project Costs for Preferred Alternative

North-End Storm Sewer

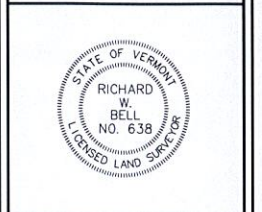
Item	Unit Qty.	Unit Measurement	Unit Cost	Cost Estimate
Remove Existing Sewer	40	Feet	\$25	\$1,000
Install new 36 PVC storm sewer	40	Feet	\$95	\$3,800
Install new twin 30" PVC storm sewer	180	Feet	\$140	\$25,200
Install New Transition Structure	1	LS	\$15,000	\$15,000
Install new Catch Basins	2	Each	\$2,400	\$4,800
Install Outfall Structure	1	Each	\$10,000	\$10,000
Railroad Crossing (Open Cut)	1	Each	\$35,000	\$35,000
Pavement Replacemt	225	SY	\$35	\$7,875
Sidewalk/Curb Replacement Allowance	1	LS	\$1,000	\$1,000
Topographic Survey and Engineering Design	1	Allowance @ 25%	\$26,000	\$26,000
Construction Phase Oversight and Inspection	1	Allowance	\$25,000	\$25,000
			Total Project Cost Estimate	\$154,675



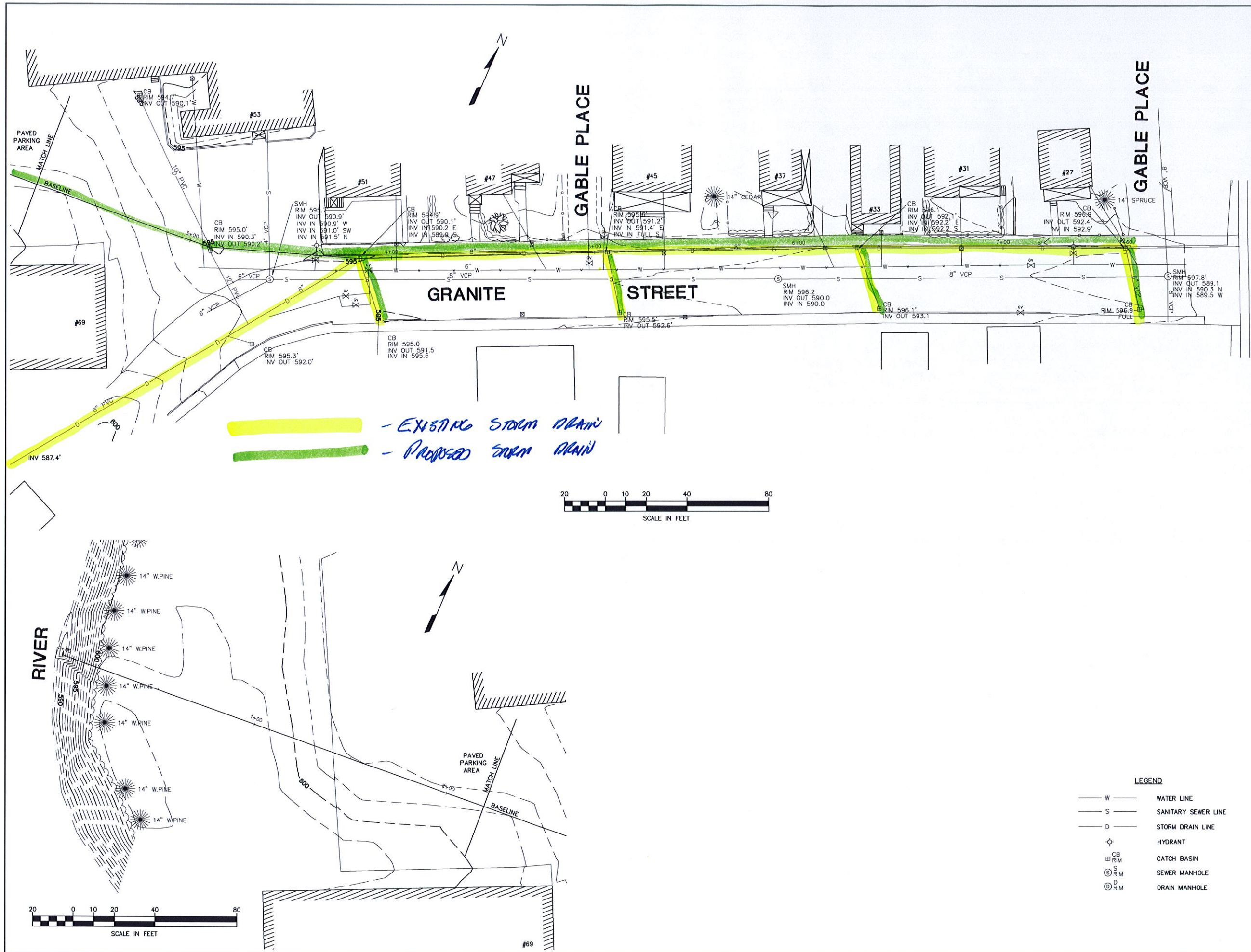


PROJECT #15931
PROJECT MANAGER: RWB
DESIGN: RWB
DRAFTER: RWB/TWW
CHECKED BY: RWB
DATE: DECEMBER, 2015
SCALE: 1"=20'

REVISIONS

GRANITE STREET  
 EXISTING CONDITIONS PLAN  
 BARRE, VERMONT



**RICHARD W. BELL**  
**LAND SURVEYING, INC.**  
 297 SOUTH MAH ST.  
 BARRE, VERMONT 05641  
 802-478-8282 C 802-783-5037  
 EMAIL: RBELLS@BELL-LANDSURVEYING.COM

PROJECT #15931  
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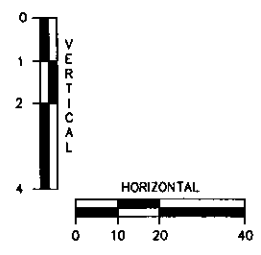
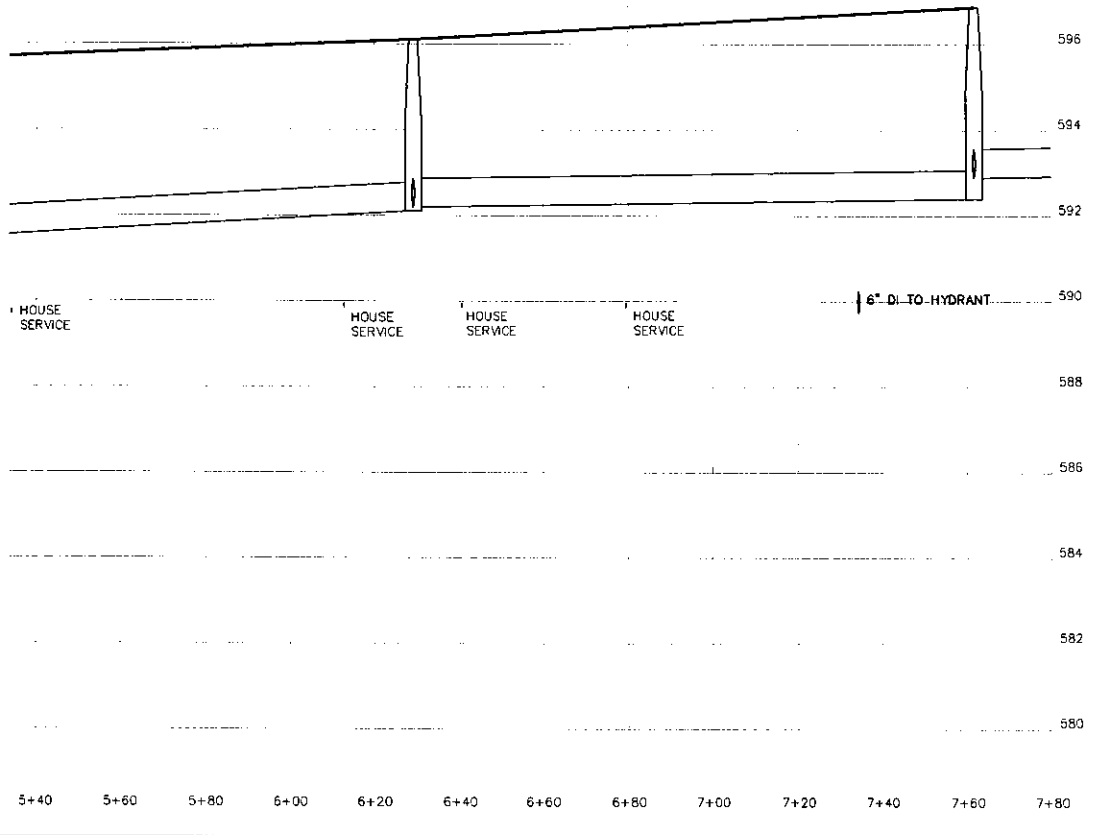
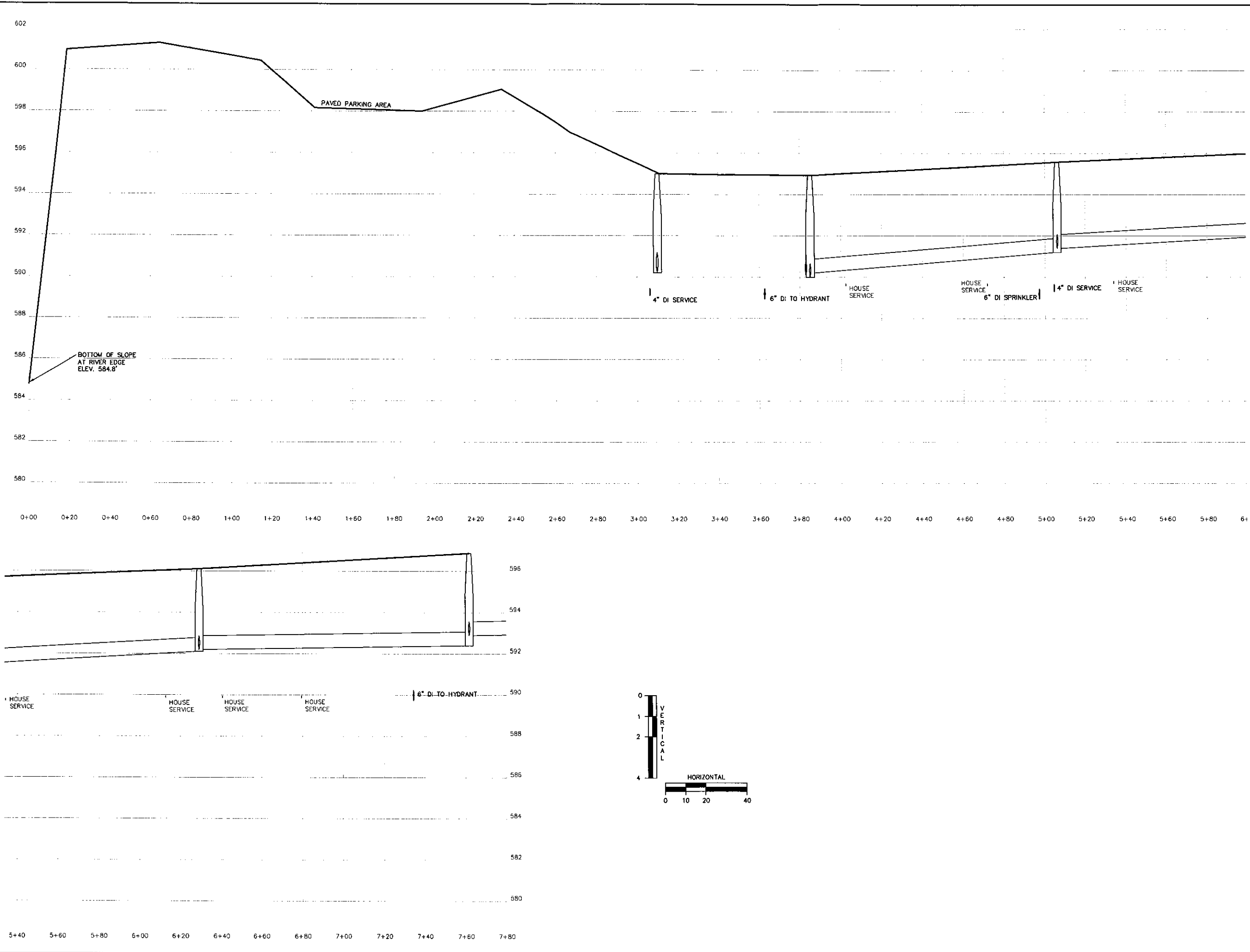
REVISIONS



GRANITE STREET  
 EXISTING CONDITIONS PLAN  
 BARRE, VERMONT

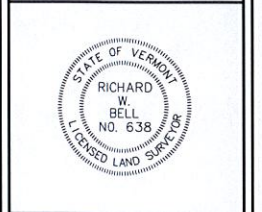
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DWG. # S-931B  
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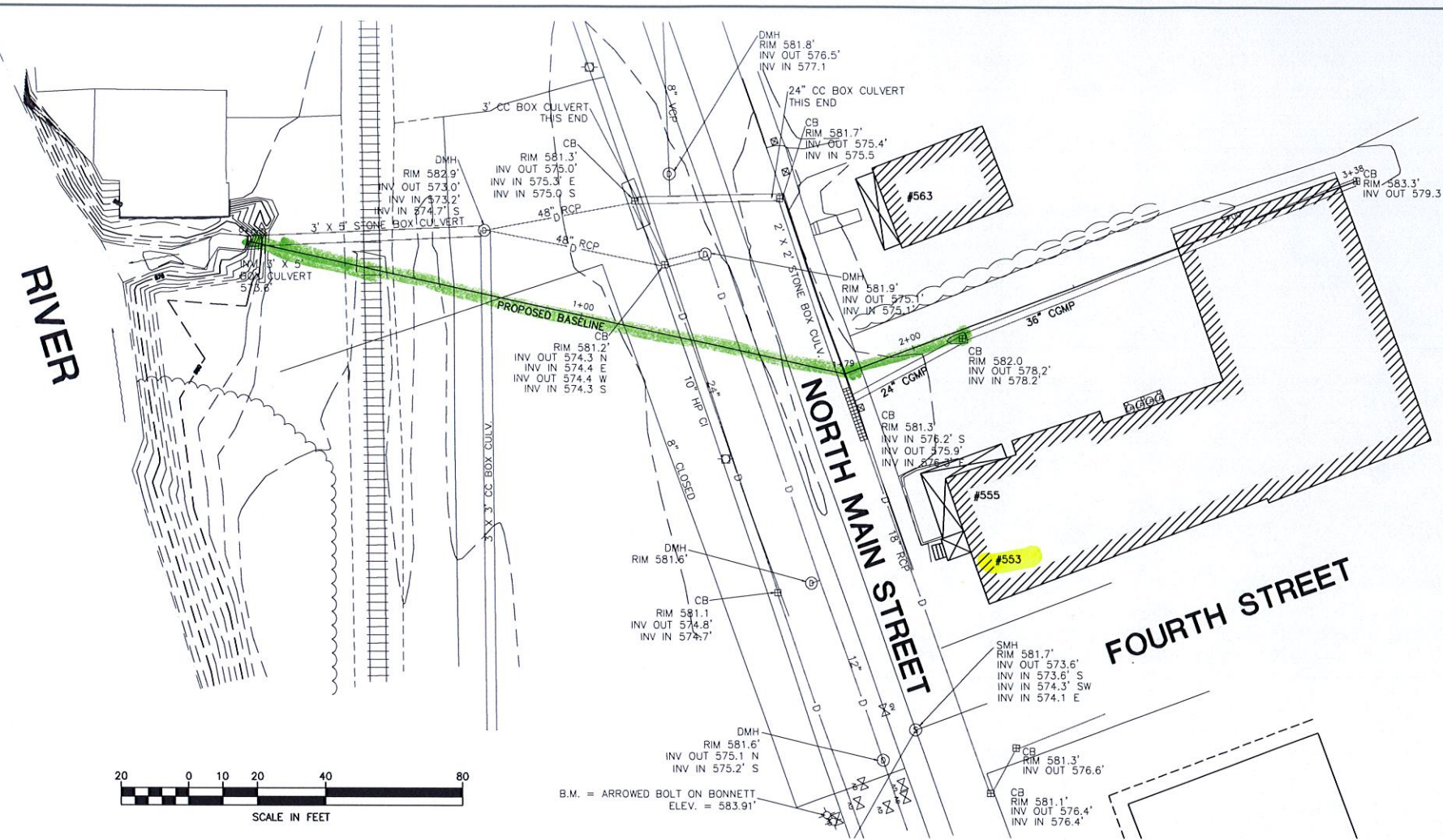




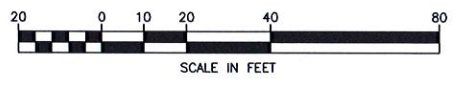
REVISIONS

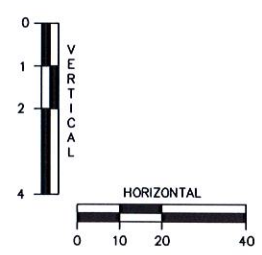
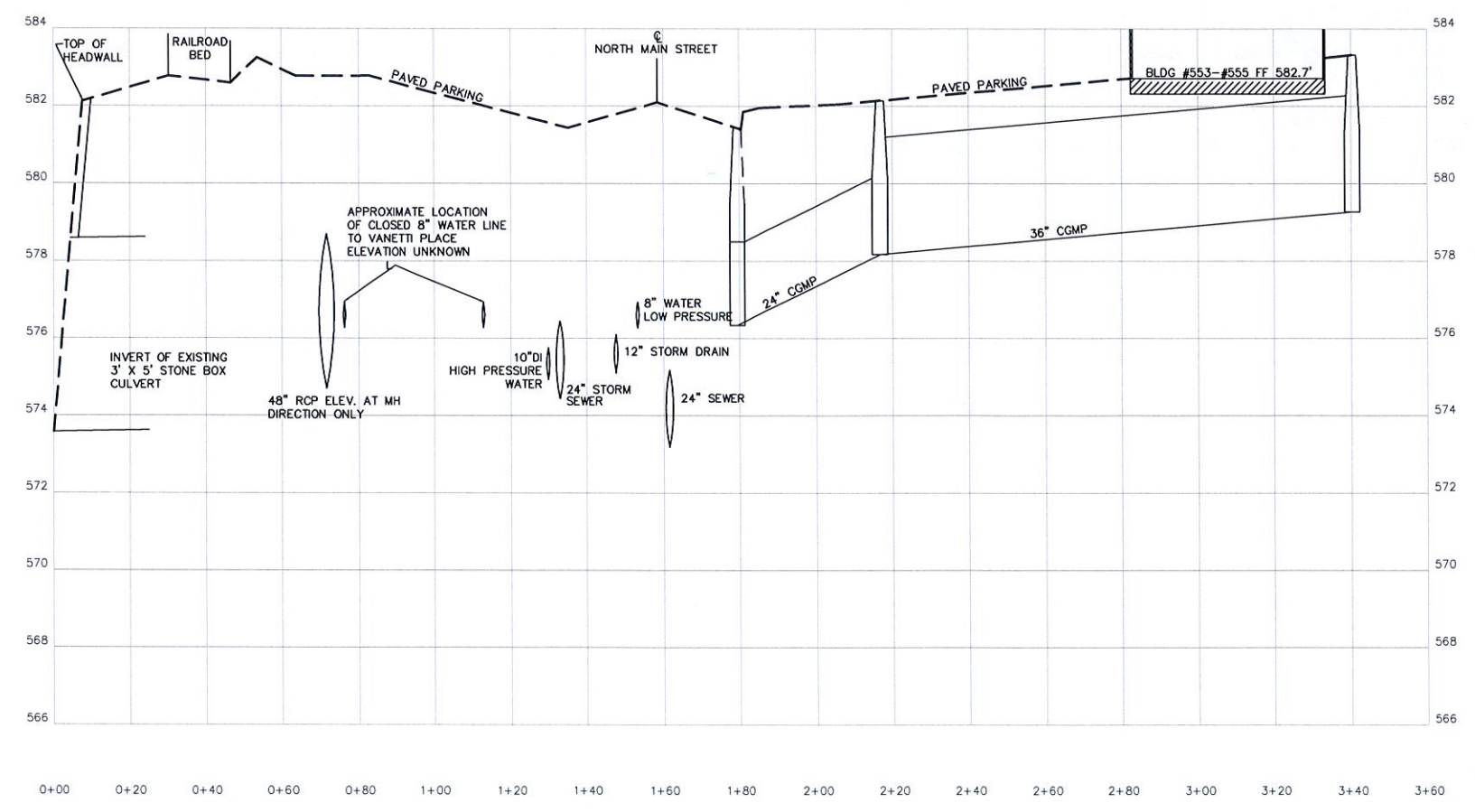
**NORTH MAIN STREET**  
 EXISTING CONDITIONS PLAN  
**BARRE, VERMONT**



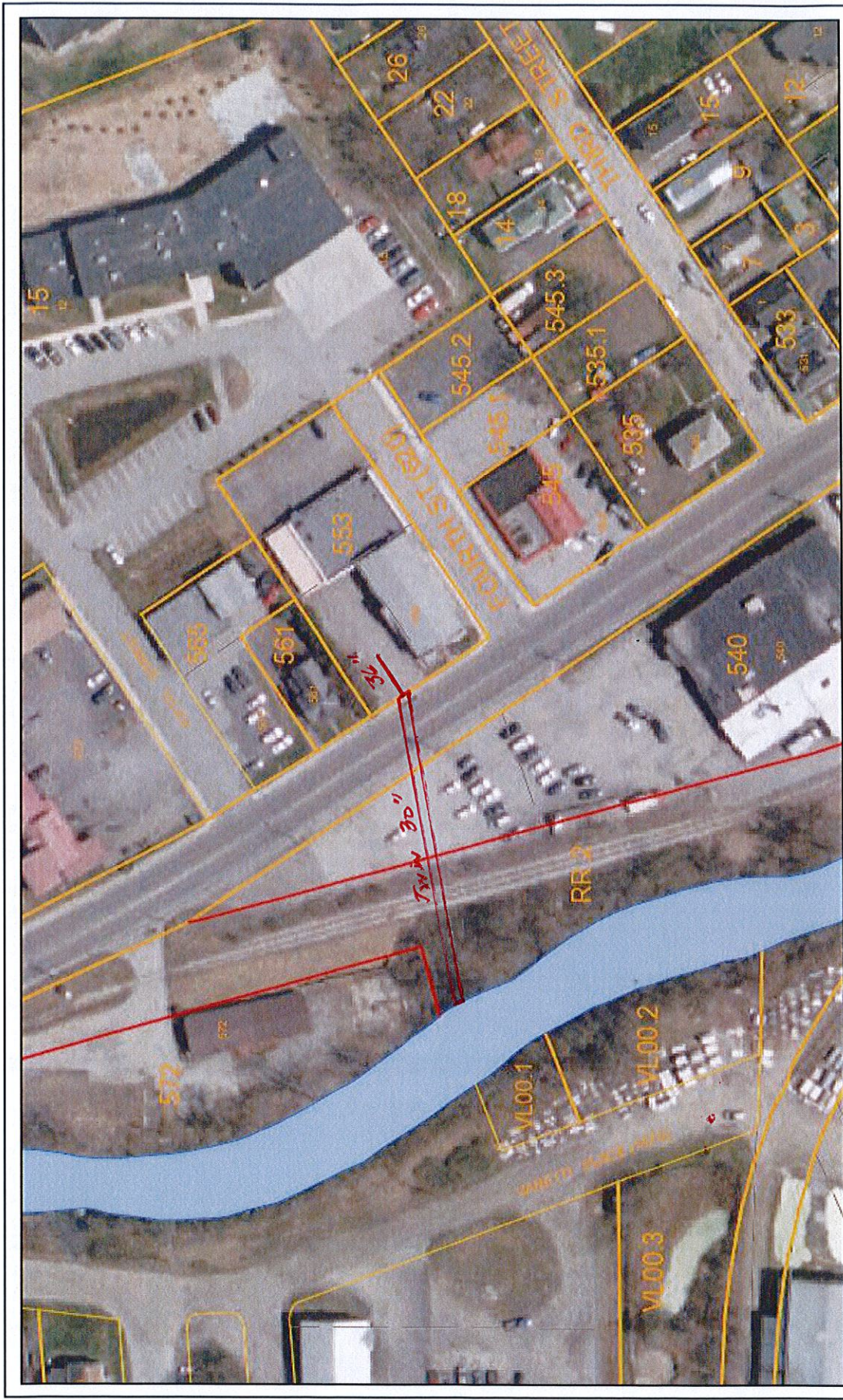
*Proposed Storm Drain*



- LEGEND**
- W — WATER LINE
  - S — SANITARY SEWER LINE
  - D — STORM DRAIN LINE
  - ⊕ HYDRANT
  - ⊕ CB RIM CATCH BASIN
  - ⊕ S RIM SEWER MANHOLE
  - ⊕ D RIM DRAIN MANHOLE







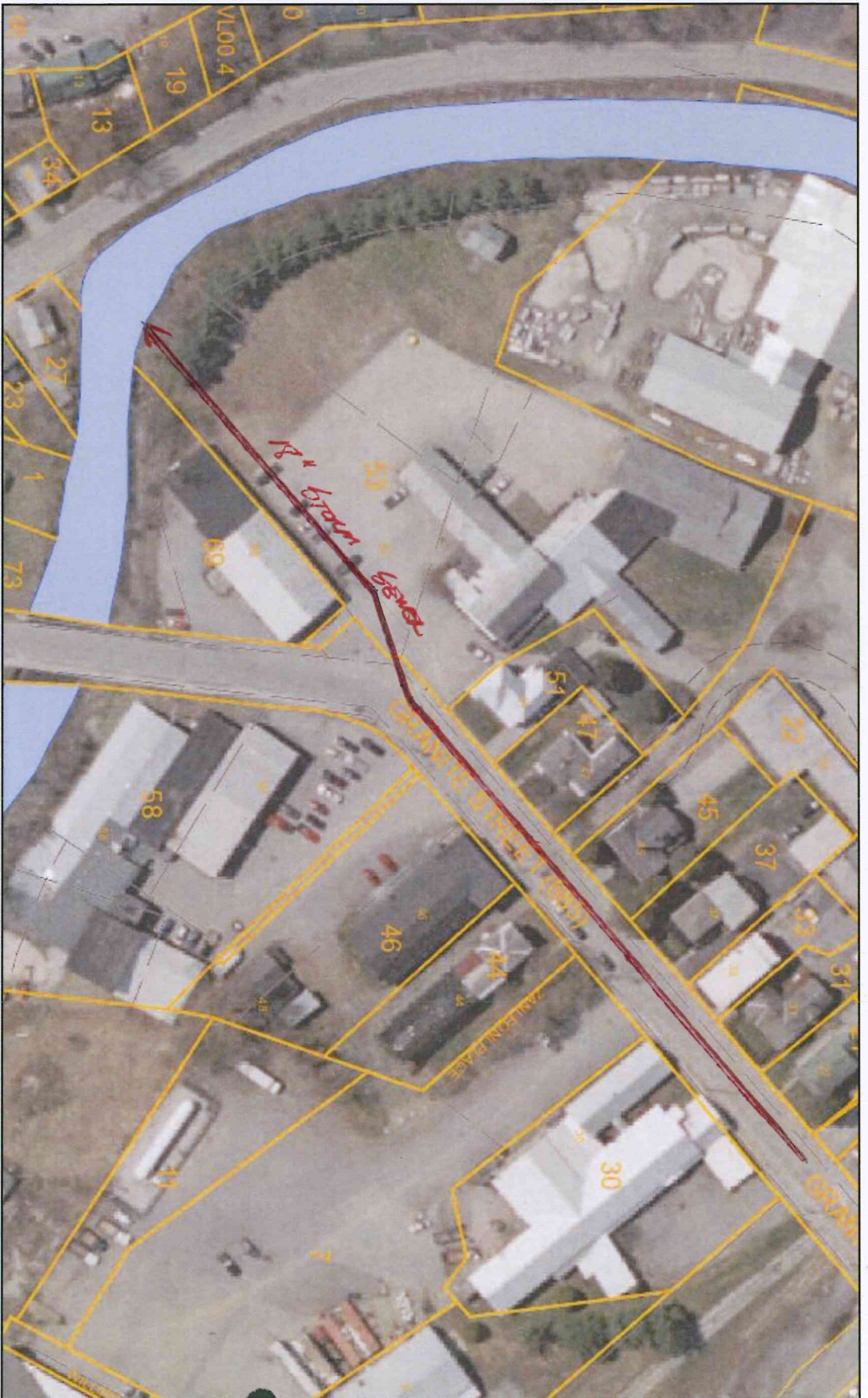
North-End Storm Sewer  
 Barre City, VT  
 1 Inch = 100 Feet  
 August 15, 2013

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

[www.cai-tech.com](http://www.cai-tech.com)







**Proposed Granite Street Storm Sewer**

Barre City, VT

1 Inch = 100 Feet

August 15, 2013

