



City of Barre, Vermont
"Granite Center of the World"

REQUEST FOR PROPOSALS
MERCHANT'S ROW REDEVELOPMENT PROJECT
SOIL QUALITY ASSESSMENT
MUNICIPAL PLANNING GRANT MP-2018-BARRE CITY-00028
(Issue Date: Monday, September 24, 2018)

Proposal/Project Contact for Questions:

Janet Shatney, Director of Planning, Permitting & Assessing Services
6 N. Main Street, Suite 7
Barre, Vermont 05641
802-476-0245; PPADirector@barrecity.org

Response Deadline:

2:00 p.m. Friday, October 19, 2018 VIA EMAIL (Paper Copies Acceptable)

All proposals must be received **NO LATER THAN 2:00 PM on Friday, October 19, 2018**. Proposals and/or modifications received after this time will not be accepted or considered. No facsimile-machine produced proposals will be accepted.

Proposal Valid Period:

Proposals shall be valid for 90 days. Proposal materials shall become the property of the City.

Please submit a digital copy to:

Janet E. Shatney, Planning Director
PPADirector@barrecity.org

Hard copy submittal is an acceptable alternative. Please submit **2 copies** to:

Janet E. Shatney
Director of Planning, Permitting & Assessing Services
City Hall
6 N. Main Street, Suite 7
Barre, VT 05641

1. INTRODUCTION:

The City of Barre, Vermont, requests proposals from qualified consultants to assist in a Soil Quality Assessment to initiate the implementation of the City’s Merchant’s Row Redevelopment Project. Assessment of contaminants in the surface soils is a necessary first step in the programming and design phase to define management practices for generated soils and to evaluate potential exposure to workers and the general public. The proposed scope of work should achieve the following objectives:

- a. Evaluate whether or not shallow soils present a risk of exposure to construction workers and the nearby populace of Barre;
- b. Establish options for management of soils generated during construction.

We have received a Municipal Planning Grant from the Agency of Commerce and Community Development with a not-to-exceed budget of \$ 20,000.00.

2. MANDATORY PRE-PROPOSAL BRIEFING:

A **mandatory Pre-Proposal Briefing and Site Inspection** for all **prime** consultants (team sub-consultant attendance optional) will be held at 1:30 p.m. on Tuesday, October 9, 2018. 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 inspection of the project site will be held immediately following the briefing. Proposals received from vendors who did not attend and register at the pre-proposal briefing **will not be considered**.

3. SCOPE OF WORK:

The Scope of Work generally consists of development of a work plan and associated project management and coordination for completing soil assessment field work, targeted soil borings, shallow soil sampling as required, and preparation of a summary report with findings, conclusions and design phase recommendations. The work plan shall be approved by the VT Dept. of Environmental Assessment prior to sampling, and a report is expected to be prepared summarizing the findings.

4. PROPOSAL SUBMISSION & REVIEW SCHEDULE:

Following is the City’s consultant selection timeline:

Proposal Release Date	Monday, September 24, 2018
Pre-Proposal Briefing & Site Inspection	Tuesday, October 9, 2018
Proposals Received No Later Than	Friday, October 19, 2018
City Council Award Decision	Tuesday, October 30, 2018
Issue Notice of Award	Wednesday, October 31, 2018

Proposals will be reviewed by a staff Review Committee formed for this project proposal. The Committee may choose to recommend award solely on the basis of the proposals, or invite one or more proposers for an interview if deemed appropriate or warranted by the Committee. The review Committee shall make a selection recommendation to the City Manager and subsequently to the City Council. The City Council shall make the final Award decision.

5. GRANT SUPPORT AND RELATED REQUIREMENTS:

This project is funded in whole by a grant from the State of Vermont Agency of Commerce and Community Development Grant Award #MP-2018-Barre City-00028.

Consultants and this contract are subject to all pass-through grant contract provisions from the State of Vermont and/or the Federal Government, if and as applicable.

6. NON-DEBARMENT CERTIFICATION:

Each responding proposer shall be registered with SAM.gov with a current Non-Debarment Certification. In the event a proposer is not currently registered on SAM.gov, it shall, as an interim step, include a written statement certifying that it:

- a. is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State Agency or Department;
- b. 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;
- c. 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
- d. Has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Contingent upon the above written certification at the time of submission, a proposer not registered with SAM.gov at submission will be required to register prior to the award of any contract from this RFP.

7. INSURANCES:

City of Barre Procurement Policy requirements, including insurance provisions, apply to this contract. State of Vermont and Federal Grant insurance provisions also apply IF such funding is provided for this project. Required insurance coverages shall be documented on standard COI forms and **submitted with your proposal.**

a. Commercial General Liability Coverage:

- \$1,000,000 Per Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$50,000 Fire/Legal/Liability
- \$1,000,000 Automotive Liability

The Contractor must list the City as Additional Insureds on their Commercial General Liability Policy.

b. Workers' Compensation & Employers Liability Insurance:

Worker's Compensation Insurance and Employers Liability with minimal limit of \$500,000 any one occurrence, if contractor is required by Vermont state law.

c. Professional Liability Coverage:

- \$1,000,000 Per Occurrence
- \$1,000,000 Aggregate

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 City and/or funding agencies.

8. FEE PROPOSAL:

Each submission shall include a Fee Proposal Summary *separate from* the Base Proposal and Qualifications Statement. Refer to **Section 9. PROPOSAL FORMAT, Letter 'f'** below for guidance on preparing your **Fee proposal.**

9. PROPOSAL FORMAT:

- a. A **cover letter** signed by an authorized company representative expressing the firm's interest in working with the City of Barre on this particular project, and identification of the principal individuals assigned to this project.
- b. A **Proposed Scope of Work** responsive to the required Scope of Work as specified in this RFP, including a clear breakdown and explanation of tasks.

- c. **Qualifications Statement** presenting the experience of the company, project team and any subconsultants or advisers to be used on this project.
- d. A date specific **Schedule**.
- e. Contact information for a minimum of three **References**.
- f. Each submission shall include a separate Fee Proposal Summary (Not-to-Exceed) as well as a Task/Man-hours Matrix estimating the level of effort by task and staff grade, and consultant and sub-consultant/sub-contractor expenses. **Include an Hourly Rate Schedule** in the event additional series are requested in completing the work.

10. PROPOSAL SUBMITTAL:

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 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. If any bidder is aggrieved by the award, they may appeal in writing to the City Council. The appeal must be post-marked within seven (7) calendar days following the date of written notice of intent to award the contract.

11. PROPOSER SELECTION:

The City will select the Consultant based on the following criteria:

- Completeness of Proposal.
- Responsiveness of the Proposal to the RFP and specified Scope of Work.
- Company and Staff Qualifications and Relevant Experience.
- Proposed Project Schedule.
- Fee Proposal*.
- References.

* 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. The City also reserves the right to waive any formalities as judged to be in the best interests of the City, or enter into negotiations with the selected firm for subsequent phases of technical support for this project, including a construction phase, if/as appropriate or necessary.

12. RFP ATTACHMENTS:

Following is a list of informational attachments to this RFP:

1. Map of the Merchant's Row area.



Merchants Row

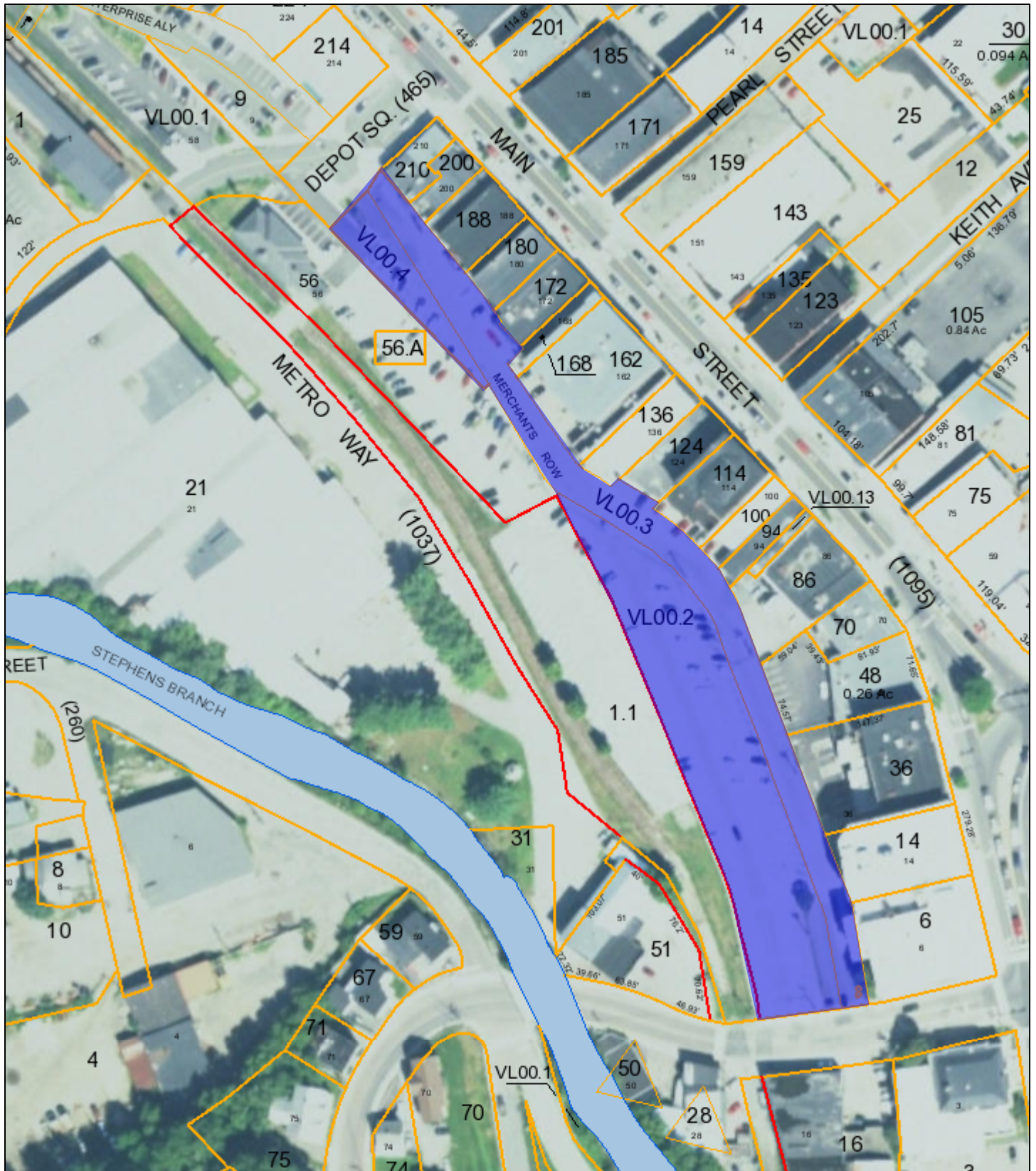
Barre City, VT



September 24, 2018

1 inch = 134 Feet

www.cai-tech.com



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.