

**SMITH STREET SHARED USE PATH PROJECT
BARRE CITY TAP TA 13(4)**

**Request for Proposals
Resident Engineer / Construction Inspection Services
City of Barre, Vermont**

Issued: February 13, 2017

Due: March 8, 2017

I. INTRODUCTION

The City of Barre, Vermont, herein after referred to as the Municipality, is soliciting Resident Engineer / Construction Inspection Services for the above referenced project. The construction project includes, but is not limited to, the following: construction of an approximately 1,470 foot long shared use recreation path, with portions constructed of asphalt and portions constructed of concrete, along Smith and Berlin Streets; granite curbing; unit block retaining walls; painted crosswalks; line striping; drainage improvements; and other incidentals.

The municipality has designated Patrick Travers as the Local Project Manager (LPM) to act as its representative for project development. The municipality has contracted with Dubois and King, Inc. (Design Engineer) to provide engineering support during the construction phase. The VTrans MAB Project Supervisor for this project is Jon Kaplan, P.E.

The project is being developed through the Municipal Assistance Bureau (MAB) section of the Vermont Agency of Transportation (VTrans). Although the project is managed locally, the use of Federal and State funds requires that permitting, environmental, and right-of-way (ROW) processes follow pertinent Federal and State regulations. One requirement of the MAB program is that the municipality provides the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. This RFP seeks to hire a consultant that can provide these services to the City of Barre.

Final plans for this project are available for viewing at the Department of Public Works Office, Barre City Hall, 6 North Main Street – Suite 1, Barre. The City DPW Office is open Monday through Friday, 7:30 AM to 4:30 PM. The selected Resident Engineer / Construction Inspection Consultant will be provided two full-size sets of the Construction Drawings, one half-size set of the Construction Drawings, a PDF copy of the Construction Drawings and one copy of the Contract Documents at no charge.

The Construction Inspection 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 Proposal if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website; <http://vtrans.vermont.gov/finance-admin/audit>.

All Work will be accomplished in accordance with the following:

- Current VTrans Municipal Assistance Bureau (MAB) Local Projects Guidebook for Municipally Managed Projects, 2014 edition.
- Specifications for Contractor Services dated June 2014, available from VTrans SharePoint site; <https://outside.vermont.gov/agency/vtrans/external/MAB-LP/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fagency%2fvtrans%2fexternal%2fMAB-LP%2dLP%2fShared%20Documents%2f3%2e%20%20Procurement%20Forms%20and%20Templates&FolderCTID=&View=%7bCF661B81%2d7FCF%2d4797%2d8A46%2d3FF6504433DE%7d>
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Quality Assurance Program and the VTrans Materials Sampling Manual
- VTrans Approved Products List
- VTrans List of Materials with Advance Certification
- Manual of Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2011
- VTrans General Special Provisions for 2011 Standard Specifications
- VTrans Supplemental Specifications
- Project Special Provisions

II. NOTIFICATION TO LOCAL PROJECT MANAGER

All prospective consultants shall register their intent to respond to this RFP by notifying the LPM via email. Contact LPM at sptravers@myfairpoint.net. Failure of a consultant to notify the LPM of their intent to respond to this RFP may result in failure of that consultant to receive any addenda.

Contact the LPM for a PDF version of the Contract Drawings. This information will be provided to perspective consultants at no charge.

III. QUESTIONS REGARDING THIS RFP

Questions regarding this RFP may be submitted to the LPM up until 2:00 PM on March 1, 2017. Contact the LPM at sptravers@myfairpoint.net. The LPM will compile a list of all questions received, with answers, and circulate that information to all consultants who have registered their intent to respond to this RFP.

IV. SCOPE OF WORK

The consultant hired to perform these services should be qualified to perform a variety of inspection, record keeping and construction engineering activities including, but not limited to:

Task 1: Administration

1. Maintain communication with the LPM on a regular basis.
2. Coordinate with the Municipality, Design Engineer, VTrans and the Construction Contractor(s).
3. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
4. Attend the pre-bid conference at the Municipality's request, if applicable.
5. Coordinate, schedule and moderate the pre-construction conference.
6. Coordinate, schedule and moderate the Final Inspection. Participate in all other job related meetings.
7. Make sure contractor contacts Dig-Safe.
8. Prepare the Daily Work Reports, including quantities.
9. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the LPM, Design Engineer, State or Federal representatives, and Municipal representatives.
10. Accompany the LPM, Design Engineer, State or Federal representatives and Municipal representatives on visits to the project.
11. Moderate weekly, or once every two weeks, the regularly scheduled Construction Status meetings with the Contractor, LPM, Design Engineer, State or Federal representatives and Municipal representatives.
12. Report immediately any unusual occurrences and all accidents occurring within the project limits to the LPM and the Design Engineer.
13. Calculate and verify the final contract quantities.
14. Review and submit to the Municipality, or the Design Engineer if required by the Municipality, any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents.
15. Review and prepare any change orders required for the project, including coordination with the contractor, municipality and design consultant if needed. Change orders will include the preparation of an independent cost estimate for items of work that were not included in the original contract unit prices.

16. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the Contractor and of work done on behalf of the Municipality.
17. Review and approve payment requisitions presented by the Contractor on a bi-weekly or monthly basis.
18. Issue Certificates of Substantial and Final Completion at the appropriate times.
19. Provide certification to the Municipality and VTrans that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

Task 2: Construction Inspection

1. Maintain a presence on the project during times when contractor and subcontractor activities are underway.
2. Check that the contractor is in compliance with all construction contract requirements, City of Barre permits and ordinances; property rights agreements; erosion and sediment control; stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes. Exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the LPM.
3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section.
4. Track utility relocations and plot final facility locations on the Record Drawings.
5. Monitor erosion control in accordance with applicable permits.
6. Review and verify traffic control activities.
7. Develop final as-built plans by marking up a set of contract plans.
8. Check that completed work complies with the plans and specifications and is true to line and grade.
9. Make an inspection of work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.

Task 3: Materials and Equipment Inspection and Testing

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation.
2. The selected Construction and Inspection Consultant is responsible for the required acceptance testing by an independent qualified laboratory. This includes hiring an independent qualified laboratory.
3. Ensure that the independent laboratory is performing preliminary process control tests on material samples in accordance with Inspection Level 3 of the VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM); to ensure continued quality in the work.
4. Ensure that the minimum number of materials tests are carried out, per VTrans Specifications.
5. Review the test reports and certificates and forward to the LPM for decision on acceptability.
6. Check that materials submitted as being pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
7. Record materials certifications in accordance with VTrans procedures.

The Construction Inspection field personnel will be expected to wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.

The Construction Inspection contractor will be expected to provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.

Please note that a field office will not be provided by the Municipality. Rental of an office space will not be allowed as an expense under this project.

It is anticipated that the project will be advertised for construction on or about **April 17, 2017**. The award of construction contract is anticipated within four to six weeks of advertisement. The construction is expected to be completed by **August 30, 2017**. The Construction Inspection Consultant should plan on being on-site during construction of the project to the extent necessary to certify, on completion of the project, that the project was built as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

The Construction Inspection Consultant will be the primary contact person representing the City of Barre on the project. The consultant will be responsible for contacting the Design Engineer, the LPM and the VTrans Municipal Assistance Bureau Representative to resolve any design related issues that may arise during construction.

V. RESPONSE FORMAT

Responses to this RFP shall consist of a Technical Proposal and a separate Cost Proposal.

A. A Technical Proposal consisting of:

1. A cover letter expressing the consultant's interest in working with the City of Barre including an 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 and an explanation of any variances to the proposed scope of work as outlined in this RFP.
3. A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task and a summary of estimated labor hours by task.
4. 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. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the LPM prior to utilization or invoicing.
5. A description of experience with federally funded transportation construction projects and familiarity with VTrans Standard Specifications for Construction.
6. A proposed means of providing the equipment and supplies required to carry out the prescribed duties.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
8. The Technical Proposal shall be clear and concise, not exceeding twenty-five (25) 8 ½" x 11" pages. Information better suited to a larger paper size should be folded to an 8 ½" x 11" size. Proposals should be double-sided and use recycled paper, if possible.

B. The Cost Proposal shall consist of:

1. 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.

VI. CONTRACT PERIOD, AMOUNT AND PAYMENTS

The Construction Inspection Consultant will be selected on or about **April 1, 2017**. At that time, a notice of intent to issue the contract will be emailed to all parties who submitted a proposal.

VII. CONSULTANT SELECTION

A committee that includes officials from the City of Barre, the Barre City Bike Path Committee, Vermont Agency of Transportation and the LPM will make the consultant selection. The selection committee will review and evaluate all technical proposals based on the following criteria:

<u>CRITERIA</u>	<u>WEIGHT</u>
1. Understanding the Scope of Work	25%
2. Knowledge of the Project Area	10%
3. Qualification/Experience of Assigned Staff	25%
4. Availability of Technical Resources	15%
6. Proven record of successful completion of similar projects	25%

Once the technical proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the technical proposals. The selection committee may elect to interview one or more consultants prior to final selection. The City of Barre reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interests of the City of Barre as determined by the Bare City Council.

The proposals will be evaluated and contract awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the LPM requesting approval of such a change. This change will also need to be approved by VTrans.

VIII. 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, 26 Terrace Street, Montpelier, VT 05609-1104. The telephone number is (802) 828-2386.

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 Technical 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 August 2014. The certificate of insurance coverage shall be documented on forms acceptable to the Municipality.

If the award of the contract aggrieves any firms, they may appeal in writing to the Barre City Council, 6 North Main Street – Ste 2, Barre, VT 05641. 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 Barre City Council is final.

The cost of preparing, submitting and presenting the Technical Proposal and Cost Proposal is the sole expense of the firm. The City of Barre 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 City of Barre. This Request for Proposals in no way obligates the City of Barre to award a contract.

IX. SUBMISSIONS

Consultants interested in this project shall submit PDF copies of their Technical and Cost Proposals via email transmission to the Local Project Manager:

Patrick Travers, LPM
City of Barre
6 North Main Street, Ste 2
Barre, VT 05641
(802) 782-3354
Email: sptravers@myfairpoint.net

Note that no paper copies of proposals will be accepted.

Due to the possibility of SPAM filter interference, proposers are advised to contact the LPM via phone to verify that he has received the emails with proposals attached.

All proposals must be received by the LPM no later than **2:00 PM on March 8, 2017.** Proposals and/or modifications received after this time will not be accepted. No facsimile-machine produced proposals will be accepted.