

City of Barre Department of Public Works Facility

Design Scoping and Preliminary Facility Characteristics

The City of Barre VT is seeking planning and design proposals for the creation of a Department of Public Works facility to house its Water Distribution, Surface and Sanitary Sewer, Streets, and Fleet Maintenance divisions.

1. PROPOSAL REQUIREMENTS:

Project Contact for Questions:

William Ahearn P.E. Director Public Works and Engineering
6 North Main Street, Suite 1
Barre, Vermont 05641
802-476-0250
PWDirector@barrecity.org

Mandatory Pre-Proposal Mtg. Friday, October 9, 2020, 1:30 p.m., Barre City Hall

Submission Deadline and Requirements:

12:00 noon, Wednesday, November 4, 2020
Proposals received after this deadline will not be opened nor considered

Please submit **4 hard-copies** and **1 digital copy** (thumb drive) to:

Ms. Jody Norway
Executive Assistant to the City Manager
ExecAssist@barrecity.org
City Hall
No. Main Street, Suite 2
Barre, VT 05641
802-476-0241

Proposal Valid Period: Proposals shall be valid for 90 days.

2. BACKGROUND and OBJECTIVES

The City of Barre, Vermont requests proposals from qualified Architectural/Engineering consultants for the preliminary design of a replacement facility for the existing DPW complex.

These functions are currently co-located on a single campus but reside in four separate and distinct buildings with three annexed garages. The facility also houses the fleet, seasonal equipment, appurtenances, specialized equipment and critical supplies for the operations of the Public Works Department.

The purpose of this request for proposals is to develop a cohesive program of design to integrate the functions of the Public Works Department in a manner that meets the needs of each division while providing for common use of space, equipment and resources to deliver an integrated public works program. The product of this effort must be: a concise set of program descriptions, recommended facility layout and a set of conceptual drawings that conform to the needs of the Dept. of Public Works and eventually a set of construction drawings after approval to proceed with the final phase of the design work from the City.

3. SCOPE OF WORK:

The final product must define the specific facilities requirements and requisite inventories with storage to support each of the key divisional functions of the DPW. In addition, the program design must identify commonalities of activity and integrate the tools, equipment and inventory where those common needs exist. Expected elements of the facilities scoping and design characteristics are:

A) Program descriptions for each division will be developed through cooperation with City staff to include a descriptive listing of major goals, required equipment, stock inventory and safety-related items

Describe support requirements for operations including meeting rooms, lunch room, locker room, rest areas, changing areas and adequate areas for all human resource functions for the DPW. Meeting room(s) and office space required for administration of procurement individual staff discussion etc. are necessary to describe space requirements for DPW operations.

Storage space and condition needs for the safe and effective use of trucks, loaders, snow blowers, skidsteers, compactors, excavators, compressors, power tools, hand tools and all specialized equipment will be assessed and considered in the design objectives. The design objectives will be used to define the preliminary requirements for a site suitable for a DPW facility.

B) Site requirements and screening assessment of 3 potential sites that include access, building size, traffic flow, materials and equipment storage requirements. The assessment criteria will be articulated to be applied in a site screening to affirm or rebut the suitability of the existing DPW campus on Burnham street and at least two other suitable potential sites. The City will assist in the identification of the potential sites. The site characteristics will be used to conduct a desktop review of properties within Barre City that have sufficient size, topography, environmental suitability, access and utilities to support DPW facility siting. A Phase 1 site

investigation of the existing Public Works Campus will be conducted for improved understanding of site redevelopment costs with an emphasis on brownfield recovery.

C) Design requirements for integration of major objectives among the three divisions of DPW to be co-located need to be developed. There are many areas of commonality in equipment, power tools, hand tools and safety equipment. Enumeration of the items, storage/access requirements and inventory practices for facility design is an important consideration in allocating space among the divisions. Integration of tools, inventory and flexibility in staffing levels need to be accounted for in areas/functions for integration. Small divisions (Water, Sewer) could see staffing changes of 100% or more over the life of this facility.

D) The preliminary building design should address two levels of service and achieve pricing consistent with each for public examination. The design should consider 1) **a least cost option** and 2) **a best value option** for the City's consideration. The least cost option is a facility that is designed for 25 years' service and extension of use for 15 years by major repair/rehabilitation. New buildings of this caliber are routinely modular with materials that substantially deteriorate in service. The DPW complex will have a wide variety of corrosive materials (salts, exhaust), specialized products (paints, equipment, service compounds) and heavy equipment usage (damage risk and structural special needs) that cause damage to least cost option buildings as they cannot withstand these routine events well. A best value design option will be assessed that provides for enhanced construction quality to promote durability, improved environmental working conditions and reduced operating costs over a 50 year projected life. The best value option provides specific measures for the facility to accommodate changes in technology and physical wear of operating equipment and resistance to damage. Specific examples are cast in place concrete vs. filled concrete block walls, mechanical systems with well-defined points of separability for component replacement vs single vendor composite function devices.

E) Public participation program will consist of published outreach via the City website and a public forum with interested citizens during the study described above. The public participation program will also include two briefings for the City Council: one after completion of the 4 basic elements and the second after submission of the final report.

F) A final report that assembles the findings developed in each of the 4 major elements of the Design Scope and Preliminary Facility Characteristics. The report will address a summary of required facility features, an integration strategy for the building usage, siting evaluations with recommendation for redevelopment or relocation of the DPW facility, cost estimates with conceptual description of least cost and best value options supplemented with a summary of public participation and concerns expressed during the process.

4. PROJECT TIMELINE

Following is the City's desired overall consultant selection and project timeline objectives:
on/before:

A/E Proposals Phase Schedule:

Design RFP Released	Sept. 22, 2020, Tuesday
Pre-Proposal Briefing (Mandatory)	Oct 9, 2020 Friday
Proposals Received	Nov 4, 2020 Wednesday
City Council Award Decision	Nov.10, 2020 Tuesday
Issue Notice of Award	Nov. 18, 2020 Wednesday

A/E Conceptual Design Phase Schedule:

Design Contract Execution & Kick-off Meeting	Dec. 1, 2020 Tuesday
Program Descriptions	Feb 15, 2021
Site Assessments	March 15, 2021
Integration and facility schematic	March 31, 2021
Draft Final report	June 16, 2021
Preliminary Facility Plans	July 15, 2021

Final Design Completion Target¹

December 15, 2021

Initiate Construction Phase Target¹

May 1, 2022

Owner Occupancy

May 1, 2023

¹ This construction schedule is the City's' *desired/target* schedule for proposal information purposes. However, **it is not a disqualifying schedule**. A longer Schedule can be considered and evaluated during the design phase based on DPW operations, construction market and grant funding conditions. It is for information only; construction schedule and duration shall be determined during the design phase.

5. PROJECT BUDGET AND FUNDING

A project Budget Summary has been prepared by City staff estimating the Design and Construction costs of the Project. The Conceptual Planning and Final Design Phase of this project are estimated at \$80,000 and \$150,000 respectively. The construction phase for this work is currently projected to exceed \$4,500,000. The project design must exercise vigorous cost control and innovative mechanisms to deliver the necessary facilities to support the DPW programs. The specific amounts of the Project Budget Summary, and Project Schedule are

important elements of the public approval process for the DPW facility integration.

6. GRANT SUPPORT AND RELATED REQUIREMENTS

This project is not yet funded by any State or Federal Grants. Accordingly, there are no pass-through grant requirements at this time, but there may be at a later date. Funding has not yet been obtained for purposes of the final design or construction phase. If an application is successful in any amount, a determination will be made by the City as to how additional funding shall be applied to support project costs or to reduce local share, or both.

7. 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:

1. is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State Agency or Department;
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 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.

8. 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.**

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.

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.

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.

9. FEE PROPOSAL

Each submission shall include a sealed Fee Proposal Summary *separate from* the Base Proposal and Qualifications Statement. Refer to **Section 10. PROPOSAL FORMAT, Section E** below for guidance on preparing your **Fee Proposal**.

10. 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. A project completion **Schedule** reasonably identifying realistic progress milestones and design completion date.
- D. A **Qualifications Statement** presenting the experience of the company, project team and any sub-consultants or advisers to be used on this project.
- E. **Certification of Non-Debarment**
- F. A **Certificate of Insurance**

G. Contact information for a minimum of three **References**.

H. A **separate Fee Proposal* Summary** as well as a Task/Man-hours Matrix estimating the level of effort by task and staff grade. Include an **Hourly Rate Schedule** in the event additional services are requested in completing the work. Proposers shall provide fee proposals in the following format:

Base Fee:	LS	\$ _____
Phase 1 Site Assessment	NTE	\$ _____
Public Information Meetings (up to 3 incl. Council)	NTE	\$ _____

NTE Total: \$ _____

** 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. An \$80,000 allowance is the City's Budget Goal for the Conceptual Design Phase., However, this is not a disqualifying amount. The City will consider Fee Proposals exceeding this amount and/or negotiate a final scope of services to conform to the budget if necessary. 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 final design and construction phase support services, if/as appropriate or necessary.*

11. 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.

12. PROPOSER SELECTION

Proposals will be reviewed by a staff Review Committee formed for this project proposal. The Committee may choose to recommend award 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.

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

- Completeness and Responsiveness of Proposal to the RFP and Scope of Work.
- Company and Assigned Staff Qualifications and Relevant Experience.
- Proposed Project Schedule and Project Cost Containment measures including innovation.
- References.
- Fee Proposal*