

TOWN OF SHARON, VT
Request for Proposals
Engineering Services – highway construction
RFP Issued: November 14, 2018
Re-Issued November 29, 2018

REVISED BID DEADLINE: NOON Thursday, December 13, 2018

Services Requested:

The Town of Sharon Selectboard is requesting proposals from qualified engineers to assist the Town with advancement of its Paving Capital Improvement Plan prepared in 2017. Services requested will include planning, pre-construction, and limited construction phase services over a two-year period. The need for engineering services will be intermittent and somewhat on-demand during this time period.

Time Period for Implementing Scope of Work:

The Town hopes to forge an ongoing relationship with an engineer beginning December 2018 and ending with completion of the 2020 construction. At that time the Selectboard may elect to renew the existing contract for advancement of subsequent phases of the CIP.

Scope of Work:

- 1. Planning Phase Services:** Assist Selectboard and staff with the refinement of the 2017 Paving CIP schedule of activities and cost projections. Assist Sharon Road Foreman and Selectboard with defining the scope, timing, sequence, and cost of subgrade preparations, culvert replacements, and paving with the objective of implementing pavement management and capital projects slated for construction in 2019-2020.

This work may involve, but not be limited to the following:

- Review of the Paving CIP and RSMS paved road evaluation conducted by Hammond Engineering in 2017
- Confirm existing field conditions as-needed
- Review Howe Hill soil boring information from M&W Soils Evaluation – Randy Rhoades (borings completed in October 2018)
- Review additional inventories of highway infrastructure as-needed for additional information related to road conditions (i.e. culvert inventories and road erosion area inventories; town and regional planning commission staff to provide information)
- Oversee procurement of additional pavement borings on road segments slated for rehabilitation, reclamation, or reconstruction – *if needed*
- Assist the Selectboard and staff with preparation of technical information needed to secure various financing options integral to advancement of the CIP. (The Selectboard is considering a bond vote to coincide with March 2019 Town Meeting.)

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- PE will be responsible for assisting staff with preparation of budgets or construction estimates required for grant applications to the VTRANS Better Roads and Class 2 Paving grant programs and VT DEC Stormwater grant programs.
2. **Pre-Construction Services:** Assist Selectboard and staff with pre-construction activities inclusive of preparation of construction estimates, bid documents, acquisition of easements (if-needed), and preparation of bid tabulations. PE will preside over pre-bid meetings as they occur. PE will be asked to assist the Town with obtaining permits as required. Town staff will provide administrative support during the bid processes as time permits. Per Bid ADDENDUM the Town is not anticipating a need for design services within this period of performance.
 3. **Construction Phase Services:** PE services requested will vary depending on whether construction involves base preparations or culvert replacements versus pavement improvements. Services may entail, yet not be limited to, overseeing pre-construction meetings, staking construction limits, and performing minimal inspection services as representative and advocate for the Town to assure substantial completion per bid specifications when applicable.

Anticipated (Tentative) Schedule of 2018-2019 Work Activities:

- December 17, 2018: Bid review and award
- December 17 - 31, 2018: execute contract
- January – February, 2019: assist Town staff with refinement and prioritization of the Paving CIP and corresponding highway operating and capital budgets
- February – September 2019: Provide planning and bid phase services in order to advance capital and pavement management projects slated for 2019 - 2020 construction seasons
- 2019 Construction Season: provide construction services as-needed
- Winter-Spring 2020: provide planning and bid phase services in order to advance projects for 2020 construction season
- November 1, 2020 (or sooner): renegotiate contract, if needed

Proposal Content Requirements:

Proposals shall include the following information:

1. A cover letter expressing the firm's interest in working with the TOWN, including identification of the principal individuals that will provide the requested services.
2. Statement of Qualifications including:
 - Name, address, and brief description of the services the firm provides;
 - Statement concerning whether or not any principals or officers of the firm are debarred from doing business in the State of Vermont;
 - Summary of Qualifications of key personnel to be assigned to the Town;
 - Contact information for key personnel, including e-mail address, phone number(s),
 - Related projects/areas of expertise and experience (including a brief description of the projects and reference contact information).

3. A technical proposal which outlines your approach for refining and advancing CIP recommendations to the point of construction, inclusive of a list of tasks, labor hours estimated to complete each task, and who is to perform each task (i.e. the classification of personnel to be assigned to complete each task.)
4. A cost proposal for completion of each task that provides your total bill rate (inclusive of direct labor and overhead) for each classification of personnel assigned to each task.
5. A list of 3 professional references for similar projects, including name, phone number, and email address
6. Evidence of required insurance coverages.

Submissions:

Please submit 3 hard copies plus 1 electronic copy of your proposal. Proposals shall be submitted in sealed envelopes marked "PAVING CIP IMPLEMENTATION". Proposals should be submitted to Margy Becker, Selectmen's Assistant, Town of Sharon, Vermont Selectboard@sharonvt.net. (802-763-8268 #4) via US Mail to: Town of Sharon, P.O. Box 250, Sharon, VT 05065. **Proposals are due by the revised bid deadline of NOON, THURSDAY, DECEMBER 13, 2018.**

All bids must be valid for 30 days from the bid due date. All bids, upon submission, become the property of the Town. The expense of preparing and submitting a proposal is the sole responsibility of the consultant.

Award of Contract

Proposals will be discussed at the Selectboard meeting on Monday, December 17, 2018. The BID, if awarded, will be awarded to the best qualified and most responsible proposer. In determining the "best qualified and most responsible proposer" in addition to cost, the following will be considered:

1. Reasonableness of Labor Rate Schedule;
2. Qualifications and expertise;
3. Professional reference checks;
4. The character, integrity, reputation, and performance of the proposer(s) under previous contracts with the municipality and elsewhere;
5. Availability and accessibility (i.e. proximity to Town of Sharon)
6. The ability and capacity of the proposer to obtain additional technical expertise required for completion of required services;

The Town reserves the right:

- (1) to accept or reject any or all Bids in whole or in part;
- (2) to accept other than the lowest price proposal;
- (3) to amend, modify, or withdraw this Request for Bids;
- (4) to require supplemental statements or information from bidders;
- (5) to extend the deadline for responses to this Request for Bids;
- (6) to waive or correct any irregularities in Bids received;
- (7) to negotiate separately with one or more competing bidders; and
- (8) to award the bid deemed in the best interest of the Town.

All bids, upon submission, become the property of the Town. All provisions, amendments, and attachments to this solicitation shall be the basis for a contract with the successful bidder.

The successful bidder shall sign the contract documents and return them to the Town of Sharon within 15 calendar days from the date of the Notice of Award. Prior to contract execution, Engineer shall apply for registration with the Vermont Secretary of State's Office to do business in Vermont, if not already so registered.

Once an agreement is finalized, remaining firms will be notified of the Town's selection process.

INSURANCE REQUIREMENTS

Certificate of Insurance must be submitted to the Town prior to commencement of work which demonstrates that Engineer carries the insurance coverages listed below. The chosen consultant shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the contract.

WORKERS' COMPENSATION & EMPLOYERS LIABILITY: ENGINEER shall carry full and complete statutory Workers' Compensation insurance for all employees engaged in work on this project with limits of, at minimum, \$1,000,000 any one occurrence.

GENERAL LIABILITY AND PROPERTY INSURANCE: ENGINEER shall supply the Town with a Certificate of Insurance showing general liability coverage of all major divisions including, but not limited to, the following: Premises-Operations, Products and Completed Operations, Personal Injury Liability, Contractual Liability. The policy shall be on an occurrence form and limits shall not be less than:

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

ENGINEER shall name the Town of Sharon, its officers and employees, as additional insureds for liability arising out of this Agreement.

PROFESSIONAL LIABILITY COVERAGE: (Errors and Omissions Coverage)

Professional Liability Insurance Coverage for \$1,000,000 Each Occurrence and \$3,000,000 annual aggregate. *The ENGINEER must list the Named Member as Additional Insured's on their Professional Liability Policy.*

For More Information on this Solicitation:

Questions about this RFP should be directed to Margy Becker (Administrative Assistant to Selectboard) at selectboard@sharonvt.net (802) 763-8268 ext. #4. Copies of the 2015 Paving CIP will be made available upon request. Staff hope to have the CIP uploaded to the website www.sharonvt.net by

Monday, December 3. Culvert data is available at <https://vtculverts.org> and the 2018 road erosion inventory data is available upon request to selectboard@sharonvt.net.

Attachment:

BID ADDENDUM dated November 28, 2018