

**Request for Proposals
Town of Sharon, VT
Capital Improvement Plan for Paved Roads**

Contact: **Selectboard Office
Town of Sharon
P.O. Box 250
69 VT Rte 132
Sharon, VT 05065**

RFP Issuance: **October 18, 2016**

RFP Response Deadline: **3:00 pm, Thursday, November 17, 2016**

I. INTRODUCTION

The Town of Sharon requests proposals from qualified consultants to provide an updated capital plan for paving town highways, which includes a) summaries and findings of inspections and assessment of all paved sections of Class 2 and 3 town roads, b) a recommended prioritization of short and long-term repairs, inclusive of associated base or sub-base improvements, culvert upgrades and ditching; c) associated cost estimates for each, d) recommended funding strategy inclusive of annual set-asides into the highway infrastructure reserve fund.

The final report shall include a 15 year capital improvement plan for paving and associated drainage improvements. The final CIP shall assure the Town of Sharon's on-going compliance with the 2013 town road and bridge standards, storm water regulations, and any other state regulations that would require improvements to drainage or safety features associated with paved roads.

II. SCOPE OF WORK

A. Project Overview

The Town of Sharon has approximately 11.65 miles of paved Class 2 and Class 3 roads. Partially due to Tropical Storm Irene, the Town has fallen behind on planned improvements to paved roads.

The Town contracted with Two Rivers Ottauquechee Regional Commission ("TRORC") in 2006 to complete a comprehensive inventory of culverts, bridges, and paved sections of town highways. Paper copies of the final report and data sheets from inspection of paved sections are available from Sharon Town Offices (802) 763-8268 #4 (Selectmen's Assistant, Margy Becker) selectboard@sharonvt.net.

The 2006 culvert inventory was updated in 2015 by TRORC and Sharon Road Foreman. This

data is available for download via www.VermontCulverts.org or directly from transportation planning staff at TRORC (802) 457-3188. The Town is in possession of hard copies of reports.

The Town is currently undertaking the second phase of updating the 2006 inventory, which involves the assessment paved roads and related improvements.

The third phase of updating its comprehensive inventory of highway infrastructure will include a revised assessment of bridges, stream crossings, and erosion areas.

B. Cost Estimates

The Town desires a short-term and long-term capital improvement plan, which is based on cost estimating of sufficient detail to provide the basis for annual paving and capital budgeting. Additionally, cost estimates for repairs of road segments (inclusive of permitting, possible engineering, and contingencies) need to be in sufficient detail to enable the Town to make application to the VTRANS for grant funding of repairs.

For years 1 – 5 of the Plan, and should the Town agree, total project costs for most-needed repairs should include quantities by VTRANS specification section. The Town would need to solicit formal bids for projects whose total costs exceed \$2,500.

The Town requests Consultant utilize current RSMS or equivalent software for this inventory of road and pavement conditions and prioritization of repairs.

C. Town Meetings

In addition to the initial startup meeting, the Town anticipates two meetings with the Selectboard to review the proposed project during various stages of report preparation. In addition, the Consultant will meet with Town staff as warranted throughout the project to address issues as they arise. The Consultant will present the project at all meetings, and make whatever changes are required as a result of these meetings.

D. Project Deliverables

Consultant shall prepare a 15 year Proposed Capital Improvement Plan for Paved Roads. Three hard copies of the Plan shall be provided as well as PDF files and the original Word or Excel files. Deliverables shall include supportive data (i.e. analyses, maps, digital and paper reports).

III. GENERAL INFORMATION

1. The Consultant will ensure that all work completed is in compliance with all applicable Town, State and Federal regulations, standards or guidelines.
2. Submissions for review and comment by the Town shall be made at the appropriate junctures in the investigation and report preparation phase.
3. All work on the project is expected to be completed by January 31, 2017.

IV. PROPOSAL FORMAT AND SELECTION

A. Proposals

Consultants shall submit three (3) hard copies of their proposals plus an electronic copy to:

Town of Sharon
Selectboard Office
P.O. Box 250
69 VT Rte 132
Sharon, Vermont 05065
Attn: Selectboard (selectboard@sharonvt.net)

All proposals must be received no later than 3:00 pm on Thursday, November 17, 2016. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

Questions about the project should be directed to Margy Becker, Selectboard Office, at the above address or at:

Telephone: (802) 763-8268, #4 E-mail: Selectboard@sharonvt.net

All proposals become the property of the Town of Sharon upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Consultant. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Sharon. This solicitation in no way obligates the Town to award a contract.

Responses to this RFP should consist of the following:

1. A technical proposal consisting of:
 - a. A cover letter signed by an authorized representative expressing the firm's interest in working with the Town of Sharon on this particular project, identification of the principal individuals that will provide the requested services, and the proposed total cost to complete the project.
 - b. 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 the RFP.
 - c. 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.
 - d. A proposed schedule that indicates project milestones, review periods, and overall time for completion.
 - e. 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.
 - f. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

2. A cost proposal consisting of:
 - a. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and lump-sum fee for the project broken into subtotals for the project components listed in the project overview.
 - b. A separate cost schedule if using sub-consultants.

Technical and cost proposals must be submitted in a sealed envelope with the following information clearly printed on the outside:

- 1. Name and address of prime consultant**
- 2. Due date and time**
- 3. Envelope contents (technical and cost proposal)**
- 4. Project name – Town of Sharon - Pavement Capital Improvement Plan**

B. Consultant Selection

The basis for selection will be:

1. Demonstrated ability and prior experience of the firm and the personnel to be assigned to this project.
2. Clarity of the proposal.
3. Experience developing construction specifications and design of bridge repairs
4. Ability to work with citizen groups, municipal government and State agencies.
5. Proven record of successful completion of similar projects.
6. Cost of completing the project