

Town of Proctor



45 Main Street
Proctor, VT 05765

Phone: 802-459-3333
Fax: 802-459-2356

October 16, 2018

RE: Request for Proposals
Municipal Project Manager
Proctor STP BP18(2)

Dear Ladies & Gentlemen:

The Town of Proctor is requesting proposals for project management services on a design and construction project of approximately 1,100 linear feet of shared-use path from the town green on Main Street to North Street, continuing with approximately 1,500 linear feet of aggregate shared-use path from North Street to Beaver Pond, funded in part by the Federal Highway Administration and the Town of Proctor through the Vermont Agency of Transportation (VTrans) Municipal Assistance Bureau (MAB). The specific duties and work to be accomplished are outlined in the attached Scope of Work.

The Town intends to select one proposer to perform the services, which are expected to extend through December 31, 2022. The rates that are proposed will be in effect for the complete term of the contract.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of Proctor Selectboard.

The project will be developed according to the guidelines established by the VTrans. Questions related to the MAB project development process can be answered by VTrans Project Supervisor, Peter Pochop, VTrans, MAB, One National Life Drive, Montpelier, VT 05633-5001 – phone (802) 477-3123 or peter.pochop@vermont.gov.

All work will be accomplished in accordance with the following:

- Specifications for Contractor Services (Revised 06/2014)
(from MAB Guidebook-Appendix E on Agency's web site).
- MAB Guidebook
- VTrans Project Development Process

All questions related to this request for proposals shall be addressed to Stanley Wilbur, Town Manager at 802-459-3333 ex13, proctor_manager@comcast.net or in writing at 45 Main Street, Proctor, VT 05765. Any questions received, other than routine ones, will be answered in writing and distributed to all proposers.

In order to be considered responsive to this request for proposals, each proposal shall conform to the following requirements. The proposer shall:

- Submit six (6) copies of the technical proposal in a sealed envelope to the name and address indicated above prior to 4:00 PM on Thursday, November 8, 2018.
- Submit six (6) copies of the cost proposal in a separate sealed envelope. Provided in the proposal shall be hourly rates for all classifications of personnel who may be utilized for the services requested. These rates shall be presented and broken down by direct labor cost and indirect cost by percentage or by hourly rate.

The proposal will be evaluated considering the following factors:

- Familiarity with applicable state and federal regulations or demonstrated experience with similar regulations which would indicate an ability to understand unfamiliar regulations.
- Demonstrated experience with public participation and meeting facilitation.
- Demonstrated experience with financial management, particularly with regard to development of individual projects.
- Demonstrated experience with preparing requests for qualifications (RFQ) and scopes of services (SOS) for hiring consultant services, with preparing, executing and managing such contracts and/or experience with similar type procurement. Please note that the procurement of consultant services must follow the Qualifications Based Selection (QBS) process.
- Demonstrated experience with the VTrans Project Development Process and construction projects from start to finish, including administrative oversight.
- Proposed Schedule and Labor Hour Estimate

The proposal will be evaluated considering the following weighted criteria (criteria are as set forth above):

Criteria	Maximum Weight	Weighted Points	Total
1. Familiarity w/ State & Federal Regulations	3	10	30
2. Experience w/ Public Meetings & Facilitation	1	10	10
3. Experience w/ Financial Management	1	10	10
4. Experience w/ Preparing RFPs & SOWs	1	10	10
5. Experience w/ VTrans Project Development Process through construction completion	3	10	30
6. Reasonableness of proposed schedule and labor hour estimate	1	10	10
			100

The Selection Committee includes two (2) members of the Selectboard, two members of the Bike/Ped Committee and the Town Manager. The Committee will review and evaluate each

Technical Proposal, based on the criteria above. Firms will then be ranked accordingly. After ranking the firms, the Selection Committee will open the Cost Proposals which will be evaluated as a secondary criterion. The Selection Committee may make minor adjustments to the original Technical rankings to obtain a final ranking that represents the best value to the Town. The Selection Committee will make a recommendation to the Town Selectboard to award a contract to the final highest ranked firm.

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 SOQ if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website: (www.aot.state.vt.us/conadmin/relateddocs.htm).

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 MPM Contract Provisions located in the Local Transportation Facilities Guidebook (Appendix D). The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Proctor Selectboard, 45 Main Street, Proctor, VT 02765. 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 Town Selectboard is final.

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

Scope of Work for Municipal Project Manager

The Town of Proctor has entered an agreement with the Vermont Agency of Transportation to develop a project to construct approximately 1,100 linear feet of shared-use path from the town green on Main Street to North Street, continuing with approximately 1,500 linear feet of aggregate shared-use path from North Street to Beaver Pond . This project is funded in part by the Federal Highway Administration and the Vermont Agency of Transportation.

Accordingly, all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations. The Town has agreed to provide the project management. The Agency of Transportation will designate an individual to assist the Town in meeting the necessary requirements and ensure that the agreed upon project funds are allocated for project use.

The Town of Proctor has decided to contract services to fulfill its responsibilities regarding project management. Those who assume such duties will herein be referred to as the Municipal Project Manager or MPM. VTrans will be providing oversight of project development as well as developing guidance relative to the various aspects of project development. As part of this guidance, VTrans has developed a “Project Development Process” chart that provides an overview of the process. The duties of the MPM will include:

- Responsible for insuring the project follows the “Project Development Process” and adheres to the Municipal Assistance Bureau (MAB) “Guidebook for Municipally Managed Projects”.
- Responsibility for coordinating all project activities and monitoring all aspects of project development on behalf of the municipality while acting as liaison between the Town, VTrans, consultants and/or contractors as necessary. The MPM is responsible for ensuring adherence to federal and state rules and regulations relative to developing and constructing a project.
- Review and monitor a master schedule to coordinate all activities necessary for: completing the project design, coordinating all necessary permits and approvals, relocating conflicting utilities, acquiring and clearing all rights-of-way and preparing bid documents.
- Prepare Request for Proposals / Qualifications and Scope of Services for any and all consulting needs subject to VTrans approval. Examples are available. Act as member of selection team and assume responsibility for documenting this process.
- Ensure that all provisions of consulting/contracting contracts are met and submitted on time and within cost limits. Will be responsible for any and all contract administration.

- Review all project invoices for accuracy, completeness and reasonableness. These invoices will then be forwarded to VTrans with a statement attesting to the previous statement and a request for reimbursement.
- Provide regular progress reports to the Town and to VTrans with invoices.
- Identify, obtain approval of and implement procedures for facilitating development of the project.
- Arrange for, participate in and provide follow-up documentation of all project-related discussions, meetings or hearings.
- Monitor that any permit mandates, conditions and stipulations are incorporated in the project design.
- Seek approval for, document and obtain any waivers of design criteria if deemed necessary.
- Assume responsibility for the review of project plans and documents. Within the constraints of the review, the MPM will be responsible for exploring design options to improve constructability, reduce costs and expedite construction.
- Assist the municipality in all right-of-way issues. The MPM will provide or obtain certification to VTrans that the right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations.
- Assist the municipality with utility and/or railroad issues for the project. Provide assurances to VTrans that federal and state laws and regulations have been complied with.
- Review the project for compliance with all federal, state and local laws, ordinances, regulations and permit requirements, including environmental permitting. Provide certification to VTrans attesting that all requirements have been met and all permits have been obtained. **Note:** An overview of the Environmental Permitting process may be requested through the MAB Project Supervisor.
- Secure certification that the design meets all applicable standards, codes and requirements for design and public safety standards.
- Secure and submit to VTrans documentation by an engineer registered under the laws of the State of Vermont to practice structural or civil engineering attesting to the required structural capacity requirements for all bridges. Provide certification from an engineer of adherence of all traffic control devices per the Manual on Uniform Traffic Control Devices.

- Secure statement to VTrans as to which permits, agreements and clearances have been secured and which ones are not applicable to the project.
- Assist the municipality in preparing a bid package for construction, in conformance with federal and state regulations. Once bids are received and opened, assist municipality in determining whether apparent low bidder is responsible. Prepare contract for municipality with low bidder.
- Provide project administration of project during construction.
- Secure certification to VTrans that the project was constructed as designed.
- Keep a master project file, to become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the MPM will be responsible for providing or securing this.