

**TOWN OF BARRE and CITY OF BARRE**  
Request for Proposals (RFP)  
**Survey and Design Services**  
Barre Town and Barre City Bike Path Connector

The Town of Barre (Town) and City of Barre (City) seek to retain the services of a Consultant to survey and design bike path segments intended to connect the Millstone Hill West Bike Path at the Town elementary school to the South Barre Bike Path on Bridge St. in South Barre, and from the South Barre Bikepath near the City elementary and middle school to Merchant's Row adjacent to Prospect Street in the City. This contract will also include selected "spurs" off the main route, including connections from the main route (1) down Route 14 in South Barre in the Town, (2) to East Parkside Terrace in the City, and (3) to Spaulding High School in the City.

Proposals should include a scope of services and cost proposal to survey, design and obtain permits for these projects, to include delineating needed rights-of-way. Costs in the initial proposal, and in subsequent invoices for work done, must be separated by those pertaining to the Town and those pertaining to the City.

A jointly held (Town and City) pre-proposal meeting is scheduled for **Tuesday, January 10, 2012, at 10am, in the Barre Town Offices at Websterville, VT**, at which time project details may be discussed and questions answered. Although not a mandatory meeting, proposers are encouraged to attend. After this meeting, any questions regarding the project or RFP must be submitted in writing to one of the contacts listed below. Any such questions and answers thereto will be made available to all proposers.

**Background**

In 2009, the Town and the City were the recipients of a bequest from Charles Semprebon, deceased, for the express purpose of developing a bike path which would connect the two communities. In early 2011, the Town and the City completed a conceptual alignment process, in conjunction with Broadreach Planning & Design of Charlotte, VT, to identify a feasible and desirable route for such a connecting facility. Survey and design will be based upon the routes identified in that effort. The survey and design of these projects is being funded solely with funds from the Semprebon bequest. Although there are no State or Federal funds involved, the design is intended to meet the usual State and Federal guidelines for bike path facilities.

**Contact Persons**

The Town and City will manage and coordinate all aspects of this contract. Final decisions regarding the selection of a Consultant, and important project-related issues, alignments and plans, will rest with the Barre Town Selectboard and the Barre City Council. The Town and/or City may elect to name a manager for its project, different from the initial contacts listed below.

Carl Rogers, Town Manager, Town of Barre, PO Box 116, 149 Websterville Road, Websterville, VT 05678, (802) 479-9331, [crogers@barretown.org](mailto:crogers@barretown.org)

Steven Mackenzie, City Manager, City of Barre, 6 N. Main Street, Suite 2, Barre, VT 05641, (802) 476-0240, manager@barrecity.org.

As the project progresses, it may be necessary to coordinate with State and other officials for the purpose of determining the need for, or obtaining, various permits.

### **Deadline for proposals**

Proposals must be received by **11:00 am Tuesday, January 31, 2012** at the Barre Town Offices, PO Box 116, 149 Websterville Road, Websterville, VT 05678, attention Carl Rogers, Town Manager. The Town will take responsibility for distributing the proposals to the City.

### **Submittals shall include:**

Eight (8) copies of the narrative proposal in one envelope marked: "Survey and Design Proposal, Barre Town and Barre City Bike Path Connector"

One (1) copy of a detailed cost estimate in a **separate envelope** marked "Cost Estimate, Barre Town and Barre City Bike Path Connector"

### **Proposals, Qualifications and Staffing**

All proposals submitted should include and will be evaluated based on the following information:

**Understanding of the Project.** Briefly describe your understanding of this project, including tasks to be performed, the issues and needs to be addressed, how you propose to coordinate activities with the Town and City.

**Technical.** Detail the procedures you would use to complete each task. These should be organized into a proposed work program framework with clearly defined tasks and milestones.

**Deliverables.** Identify specific products to be delivered, and when.

**Schedule.** Identify the specific schedule you propose to follow in completing the tasks and the benchmarks for evaluating progress.

**Labor Hours Estimate.** List, in a spreadsheet format, your anticipated labor hours, by task, within your technical proposal. This should be broken down into six categories, separately by Town and by City: 1) Survey; 2) Conceptual Plans; 3) Preliminary Plans; 4) Permitting; 5) Semi-Final Plans (to include utilities and right-of-way plans), and 6) Final Plans (to include specifications and special provisions).

**Cost Proposal.** Separate cost proposals shall contain itemized costs for the tasks outlined in the scope of services corresponding to your Labor Hours Estimate. This should be broken down, separately by Town and City, in the same six categories listed above. Your cost proposals should be in an envelope separate from the Technical Proposal.

**Qualifications.** The submission should also include:

1. a description of your firm's organizational structure,
2. names and qualifications of the project team that will be working on this project,
3. names and qualifications of any Sub-contractors you propose to use and
4. references from other similar projects.

### **Selection Process**

Consultant selection will be approved by the Barre Town Selectboard and the Barre City Council with the assistance of a selection committee consisting of three members each from the Town and City Bike Path Committees, and up to two additional people. The selection committee will independently read and collectively review all proposals. Said committee may invite some respondents to interview for the project. Review of the proposals will be based upon the following criteria:

**Scoring Criteria.** Technical Proposals will be based upon the following weighted criteria:

Criteria	Weight	Max. Points	Weighted Total
1. Understanding the Scope of Work	5	5	25
2. Knowledge of the project area	2	5	10
3. Qualifications/experience of proposed staff	3	5	15
4. Availability of technical disciplines	3	5	15
5. Past performance on similar projects	5	5	25
6. Reasonableness of proposed schedule and Labor hour estimates*	2	5	10
	Max. Total		100

\*Once the Technical Proposals are discussed and ranked, the Cost Proposals will be reviewed for consistency with and in light of the evaluation of the Technical Proposal.

The Town and City reserve the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. The selection committee reserves the right to reject any or all elements of the project proposal based on qualifications and itemized cost. Only firms or individuals who are licensed in the State of Vermont to provide engineering services will be considered. All proposals become the property of the Town and City upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Consultant. The Town and City retain the right to reject any and 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 the two communities. This solicitation in no way obligates the Town or City to award a contract.

The Town and City intend to select the Consultant on or before **Tuesday, February 21, 2012**. The Town and City reserve the right to adjust deadlines if additional time is required. Development of an agreement between the Consultant, and the Town and City will be the

responsibility of the selected Consultant. Payment for this project will be made against invoices received. 10% will be withheld until work is signed off on by the Barre Town Selectboard and the Barre City Council.

## **Insurance**

The Consultant must obtain insurance coverage as required by the Town and City. Certificates of insurance coverage shall be documented on forms acceptable to and supplied to both the Town and City. Evidence of compliance with minimum limits and coverages, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the Town and City, must be received prior to the effective date of the Agreement. The insurance policy(ies) shall provide that insurance coverage cannot be canceled or revised without fifteen (15) days' prior notice to the Town and City. The Consultant shall, at a minimum, carry \$1 million coverage in general business liability insurance and auto liability insurance, as well as state statute required minimum coverage for workers' compensation insurance.

## **The Scope of Services:**

The Town of Barre or City of Barre may amend their portions of the Consultant's contract to provide engineering, design and permitting services through the completion of the project. This contract will be developed as described below.

### **PHASE A – Survey and Conceptual Plans.**

The Consultant will participate in a jointly held pre-design conference, at a time and place to be announced. After a Notice to Proceed is issued, the Consultant will conduct ground surveys of the project areas, will research rights-of-way, and produce conceptual plans and estimates. The Town Selectboard and City Council will authorize further work on this project.

Between Phases A and B, the Consultant will conduct a joint Town/City public hearing to explain the project and receive citizen comments.

### **PHASE B – Preliminary Plans.**

The Consultant will prepare preliminary engineering plans which will identify all work needed to complete the projects, along with cost estimates, by segment, for the Town and City portions of the work. The Consultant will also consult with State and other resource agencies to obtain all needed environmental, archaeological and other permits which are necessary. The Town Selectboard and City Council will authorize further work on the project at this point.

Between Phases B and C, the Consultant will conduct a second joint Town/City public hearing to explain the details of the proposed work and to receive citizen comments.

### **PHASE C – Provide final project deliverables.**

The Consultant will coordinate with Utilities involved to assess needed work and prepare utilities plans. Also, right-of-way plans detailing all rights and easements needed to construct the projects will be prepared. Together with design plans adjusted as needed based on

preliminary plans review and public input, this will be called Semi-Final plans. These plans will be accompanied by cost estimates by segment, for the Town and City portions of the work. As a part of the final deliverables, the Consultant will provide a suggested schedule for completion of the right-of-way acquisition (to be done by the Town and City), and construction (assuming availability of construction funds). After review and adjustments to Semi-Final plans, they will be called Final Plans.

#### PHASE D – Provide contract plans.<sup>4</sup>

The Consultant will adjust final plans to include changes necessitated through the right-of-way acquisition process and other changes requested by the Town and City. These will be called Contract Plans, and will be accompanied by a package of standard specifications and special provisions needed to build the project. In addition, a final estimate, by segment, and by Town and City, will be furnished. Acceptance of these deliverables will complete the Consultant's work and will result in the release any previously withheld payments.

The Consultant will have an active role in the processes of public participation and coordination. For purposes of the proposal, the Consultant should plan to attend six meetings in either Barre Town or Barre City, in addition to the two public hearings during the course of design. The Consultant may be required to attend additional meetings with Town or City officials, property owners, and others, as circumstances require.

The preferred alignment developed by Broadreach Planning & Design for the Town and City has been broken down into segments, as follows:

#### Town Segments;

- Segment A – Town school (existing bike path) to Silver Circle.
- Segment B – Silver Circle to bottom of Sterling Hill.
- Segment C – Sterling Hill Rd. to Bridge St. (existing bike path)
- Segment D – Vt. 14, from Bridge St. to Middle Rd.

#### City Segments

- Segment E – City pool area to Merchants Row.
- Segment F – City pool area to East Parkside Terrace.
- Segment G – Short link from Segment E to existing bike path.
- Segment H – Link from Segment E to Spaulding High School.

### **Phase A – Survey and Conceptual Plans.**

#### **Pre-design Conference**

The Consultant will participate in a jointly-held pre-design conference with the Town Manager, Town Engineer, City Manager, City Engineer and others to gain an understanding of the project needs and goals and to share important information regarding the execution of the contract. Following the pre-design conference the Municipalities will jointly issue a Notice to Proceed,

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<sup>4</sup> Note that although the Consultant is expected to include in his proposal information on this phase, the actual implementation is not known at this time. Prior to actual accomplishment of this phase, renegotiation of hours and costs for this phase may be necessary due to the elapsed time since Semi-final plans, and other changed conditions.

authorizing the Consultant to begin work. No work done prior to the Notice to Proceed will be chargeable to the projects.

### **Survey, Deed Research and Site Plan Development**

The Consultant will conduct ground surveys and develop a site plan of existing conditions, ensuring use of a USGS vertical datum, and using the Vermont Grid as a horizontal datum. This plan must include researching the Town and City records for any information necessary to determine property owners and to accurately represent property boundaries and easements. The plan will depict all features within 100 feet either side of the proposed bike path routes, including transportation facilities, buildings, utilities, drainage facilities, and other important features. The Consultant will investigate, and show on the site plan, all public rights-of-way within the project area.

### **Identify Environmental Resources**

It will be the Consultant's responsibility to identify all resources in the project area including:

- 1) Wetlands and Water Quality
- 2) Archeological and Historical Sites
- 3) Section 4(f) Properties per federal legislation
- 4) Fish and Wildlife Habitats
- 5) Endangered/Threatened Species/Unique Natural Areas
- 6) Community Character/Aesthetics/Scenic Resources
- 7) Floodplains
- 8) Agricultural Lands
- 9) Land and Water Conservation Fund Lands (Section 6(f))
- 10) Hazardous Waste Sites
- 11) Rivers, Streams, Lakes and Ponds
- 12) Social Features/Demographic Data, as appropriate
- 13) Potential Impact on Economic Growth and Development
- 14) Conformance to Town, City and Regional Plans

To this end, the Consultant may hire pre-qualified Sub-Consultants to complete these investigations, and to assist in determining how to adjust plans, if necessary, to address resource conflicts, and to obtain permits where necessary. It should be noted that much of the work of identifying resources in the project corridor was done as a part of the investigations into alternative alignments, conducted in 2010 by Broadreach Planning and Design. The Consultant should make use of this previous work to the extent possible.

### **Conceptual Plans**

Conceptual plans based on the ground survey and the alignments developed in the Broadreach Planning & Design study will include the following as a minimum:

- 1) Title Page.
- 2) Typical Sections.
- 3) Plan and Profile Sheets showing the centerline alignment and grade, approximate construction limits, accurate property lines and existing right-of-way delineation. The centerline alignment will be tied to the control points developed during the project survey. Plan sheets should be drawn to the scale of 1"=20'. Profiles will be drawn to a horizontal scale of 1"=20' and a vertical scale of 1"=5'.
- 4) Plotting and Identification of any sensitive resource.

- 5) Cross Sections with templates as appropriate (scale 1"=5').
- 6) Channel Sections with templates as appropriate (scale 1"=5').
- 7) Pavement Structure Thickness Design as appropriate.
- 8) Preliminary construction cost estimates, by segment, and by Town and City.

### **Environmental Impact Resolution**

The Consultant will prepare and submit to VTrans a Categorical Exclusion (CE) document. To this end, the Consultant will identify and initiate contact with all necessary resource agencies, Sub-Consultants and other individuals for their determination of the projects environmental impact.

### **Submittal of Conceptual Plans**

The Consultant should ensure that survey information and engineering plans conform to the electronic format specified by VTrans. Two complete sets of Conceptual Plans and estimates will be submitted to the Town and two sets to the City. Those entities will conduct a review and provide critical comments to the Consultant. The Town Selectboard and City Council will approve the Conceptual Plans and provide notice to the Consultant that he may move on to the next project phase.

### **Public Hearing**

The Consultant will conduct a joint Town/City public hearing, at a location to be determined. This will be a duly warned public hearing, possibly held in conjunction with a regular Selectboard or Council meeting. The purpose of the meeting will be to present the conceptual design of the project and elicit comments and concerns from those present. Residents, property owners and business owners affected by the proposed project will be invited by the Consultant. Other invitees may include representatives from the Central Vermont Regional Planning Commission, and important regulatory and/or resource agencies and special interest groups. During this meeting the identified problems and conditions will be presented and comments and concerns relative to the project will be sought from those present. All resource agencies as well as property owners, business owners and residents will be able to provide comment for a period of 15 days following the hearing.

### **Phase B – Preliminary Plans**

Preliminary plans will include the following as a minimum:

- 1) Title Page showing the alignment and identification of all project segments
- 2) A list of sheets, including VTrans Standard Sheets which will be used in the construction of the project.
- 3) Typical Sections, with special details as needed.
- 4) Earthworks sheets and summary.
- 5) Plan and Profile Sheets showing the centerline alignment and grade, detailed construction limits, drainage details and notes, and other construction details and notes necessary for construction of the project, accurate property lines and existing right-of-way delineation.
- 6) Plotting and Identification of any sensitive resource.
- 7) Cross Sections with templates and construction notes.
- 8) Structure details and Channel Sections with templates and construction notes.
- 9) Traffic control plans.
- 10) Detailed construction cost estimates, by segment, and by Town and City.

## **Act 250**

The Consultant will prepare and submit to the District Environmental Commission a request for determination as to whether an Act 250 permit will be required. In the event that a hearing is required, the Consultant will prepare the application and represent the Town and City in such proceedings. The Consultant should assume that an Act 250 permit will be needed.

## **Submittal of Preliminary Plans**

Two complete sets of Preliminary Plans and estimates will be submitted to the Town and two sets to the City. Those entities will conduct a review and provide critical comments to the Consultant. The Town Selectboard and City Council will approve the Preliminary Plans and provide notice to the Consultant that he may move on to the next project phase.

## **Public Hearing**

The Consultant will conduct a joint Town/City public hearing, at a location to be determined. This will be a duly warned public hearing, possibly held in conjunction with a regular Selectboard or Council meeting. The purpose of the meeting will be to present the detailed design of the project and elicit comments and concerns from those present. Residents, property owners and business owners affected by the proposed project will be invited by the Consultant. Other invitees may include representatives from the Central Vermont Regional Planning Commission, and important regulatory and/or resource agencies and special interest groups. During this meeting the identified problems and conditions will be presented and comments and concerns relative to the project will be sought from those present. All resource agencies as well as property owners, business owners and residents will be able to provide comment for a period of 15 days following the hearing.

## **PHASE C – Provide final project deliverables**

The Consultant will develop Semi-Final Plans, based on Preliminary Plans review comments, feedback from the public hearing, and any permit conditions. The plans will contain any special notes or guidance required in the use of erosion and sediment control measures during construction. An itemized list of temporary erosion control pay items will appear on the project quantity sheet. All applicable elements of the Figure 2-33 checklist from the VTrans Road Design Manual and NPDES application must be included in the submitted plans and documents.

## **Utilities Design**

If any utilities are affected by the plan, the Consultant shall submit project plans to each affected utility company with a request to provide relocation information to the Consultant within a two month period.

The Consultant shall review and coordinate the relocation routes submitted by the various utility companies. If it is determined that the utility companies are eligible for reimbursement or at any time when a utility agreement is necessary, the Consultant shall provide the Town and City, with the necessary information for processing a utility agreement. Any necessary Utility Agreements will be negotiated by the Town or City.

Approved relocation routing will be added to the Semi-Final Plans.

The Semi-Final Plans will show all Traffic Design measures to include temporary traffic control, signs, pavement markings, and railroad crossing markings, conduit and signal bases.

## **Right-of-Way Plans**

The Consultant will research and establish the publicly-owned Right-of-Way, as well as the privately-held property boundaries by thoroughly researching the Town and City land records for deed descriptions and surveys on file. The Town and City tax maps are representational only and are not suitable for accurately locating property lines on ROW plans.

The Consultant will prepare preliminary Right-of-Way plans upon which any necessary appraisals will be based, including both permanent and temporary easements.

Semi-Final Plans will include the detailed rights-of-way needed for the projects.

The Consultant shall complete an itemized construction cost estimate based on the most recent unit bid prices developed by VTrans. Such estimates will be broken down by segment and by Town and City.

The Consultant shall deliver one set of Semi-Final plans and estimates to the Town and one set to the City, for review purposes. At the same time, a projected schedule for completion of the project, including right-of-way acquisition and construction, will be furnished.

#### **Final Review of Plans**

Semi-Final Plans submitted by the Consultant will receive a final review by the Town and City. After addressing these final comments, Final Plans and estimates will be furnished (one set each) to the Town and the City. That will complete the work required of the Consultant under this contract. Final approval of the deliverables by the Town Selectboard and City Council will result in the release of any previously withheld payments.

#### **Contract Plans, Specifications and Estimates.**

As indicated above, although information on this phase is requested of the Consultant, the work involved will not be included in the initial contract. The Town and City desire to retain the Consultant for this phase if and when rights-of-way have been acquired and construction is feasible. At that time, the hours and costs provided by the Consultant will be reviewed, and terms for completion of the work will be renegotiated if and as necessary.