

**St Johnsbury Pedestrian and Bicycle Project  
TA TAP16(2) Request for Proposals  
Construction Inspection Services  
Town of St Johnsbury, Vermont  
Issued: June 3, 2019      Due: July 3, 2019**

**I. INTRODUCTION**

The Town of St Johnsbury, Vermont, herein after referred to as the Municipality, is soliciting Construction Inspection Services for the above referenced project. Construction includes, but is not limited to, the following: restriping of Railroad Street, with addition of bike lanes, median improvements, new sidewalk segments, signage, rectangular rapid flashing beacons (RRFB) and other highway related items.

The municipality has appointed the Town Manager as the Municipal Project Manager (MPM) to act as its representative for project development. The municipality has contracted with VHB (Design Engineer) to provide engineering support during the construction phase.

The project is being developed through the Local Projects section of the Vermont Agency of Transportation (VTrans). Although the project is managed locally, the use of Federal and State (as applicable) funds requires that permitting, environmental, and right-of-way (ROW) processes follow pertinent Federal and State regulations. One requirement of locally managed Federal Aid projects is that the municipality provides the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. This RFP seeks to hire a consultant that can provide these services to the Town of Alburgh.

Final plans for this project are available for viewing at the St Johnsbury Town Office at 51 Depot Square, St Johnsbury, VT 05819, Monday through Friday 8:00 AM – 4:30 PM. Call the MPM at (802) 748-3926 to schedule an alternate day if these times are not possible. Final plans are available at no cost for electronic plans. Please call Chad Whitehead at (802) 748-3926 to request these plans. The selected Construction and Inspection individual or firm will be provided a copy of the Contract Documents and the Construction Plans at no charge.

All Work will be accomplished in accordance with the following:

- Current VTrans Local Projects Guidebook for Locally Managed Projects
- Specifications for Contractor Services dated June 2014 (available from VTrans Project Supervisor)
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Quality Assurance Program and the VTrans Materials Sampling Manual
- VTrans Approved Products List

- VTrans List of Materials with Advance Certification
- Manual of Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2018
- VTrans General Special Provisions for 2018 Standard Specifications
- VTrans Supplemental Specifications
- Project Special Provisions

## **II. SCOPE OF WORK**

The consultant hired to perform these services should be qualified to perform a variety of inspection, record keeping and construction engineering activities including, but not limited to:

### **Task 1: Administration**

1. Maintain communication with the MPM on a regular basis.
2. Coordinate with the Municipality, Design Engineer, VTrans and the Construction Contractor(s).
3. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
4. Attendance at a pre-bid conference at the Municipalities request, if applicable. Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job related meetings.
5. Make sure contractor contacts Dig-Safe.
6. Preparation of Daily Reports, including documentation of pay item quantities.
7. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the MPM, Design Engineer, State or Federal representatives, and Municipal representatives.
8. Accompany the MPM, Design Engineer, State or Federal representatives and Municipal representatives on visits to the project.
9. Participate once every two weeks in regularly scheduled Construction Status meetings with the Contractor, MPM, Design Engineer, State or Federal representatives and Municipal representatives.

10. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM and the Design Engineer.
11. Calculation and verification of the final contract quantities.
12. Review and submit to the Town, or the Design Engineer if required by the Town, any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents. Review and prepare any change orders required for the project, including coordination with the contractor, municipality and design consultant if needed. Change orders will include the preparation of an independent cost estimate for items of work that were not included in the original contract unit prices.
13. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
14. Prepare a Contractors progress payment estimate on a bi-weekly basis.
15. Issue a Certificate of Substantial Completion at the appropriate time.
16. Provide certification to the Municipality and VTrans that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

## **Task 2: Construction Inspection**

1. Maintain a presence on the project during times when contractor and subcontractor activities are underway.
2. Check that the contractor complies with all construction contract requirements, Town of St Johnsbury permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.
3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section.
4. Tracking of utility relocation and plotting of final facility locations on the final as-built plans (if any).

5. Erosion control monitoring in accordance with applicable permits.
6. Review and verify traffic control activities.
7. Development of final as-built plans by marking up a set of contract plans.
8. Check that completed work complies with the plans and specifications and is true to line and grade.
9. Make an inspection of work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.

### **Task 3: Materials and Equipment Inspection and Testing**

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation; ensuring that the independent laboratory is performing preliminary process control tests on material samples in accordance with Inspection Level 1 of VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) to ensure continued quality in the work. Review the test reports and certificates and forward to the MPM for decision on acceptability.
2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
3. Record materials certifications in accordance with VTrans procedures.
4. The selected Construction Inspection Consultant is responsible for the required acceptance testing by an independent qualified laboratory. This includes hiring an independent qualified laboratory.

### **Task 4: Ensure that the contractor is in compliance with EEO/Contractor and Labor Compliance requirements on FHWA funded projects**

1. This will include review of certified payrolls, conducting interviews with a sampling of contractor/sub-contractor employees, collecting information regarding conformance with prompt pay requirements, coordinating with the VTrans Civil Rights section as necessary, and following up with contractors regarding any corrective actions.

The Construction Inspection field personnel will be expected to wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.

The Construction Inspection consultant will be expected to provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.

Please note that a field office will not be provided.

It is anticipated that the project will be advertised **June 7, 2019**. The award of construction contract is anticipated within four to six weeks of advertisement. The construction is scheduled to be completed by **September 30, 2019**. The Construction Inspector Consultant should plan on being on-site during project construction to the extent necessary to certify, on completion of the project, that the project was built as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

The Construction Inspection Consultant will be the primary contact person representing the Town of St Johnsbury on the project. The consultant will be responsible for contacting the Design Engineer, the MPM and the VTrans Local Projects Representative to resolve any design related issues that may arise during construction.

### **III. RESPONSE FORMAT**

Responses to this RFP shall consist of a Technical Proposal and a Cost Proposal being submitted in separate sealed envelopes.

A. A Technical Proposal consisting of:

1. A cover letter expressing the consultant's interest in working with the Town of St Johnsbury including an identification of the principal individuals that will provide the requested services.
2. 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 this RFP.
3. 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.
4. 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. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the MPM prior to utilization or invoicing.
5. Describe experience with federally funded transportation construction projects

and familiarity with VTrans Standard Specifications for Construction.

6. A proposed means of providing the equipment and supplies required to carry out the prescribed duties.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
8. The Technical proposal shall be clear and concise, not exceeding twenty-five (25) 8 ½" x 11" pages. Information better suited to a larger paper size should be folded to an 8 ½" x 11" size. Proposals should be double-sided and use recycled paper, if possible.

B. The Cost Proposal shall consist of:

1. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

#### **IV. CONTRACT PERIOD, AMOUNT AND PAYMENTS**

The Construction Inspection Consultant will be selected on or about July 1, 2019. At that time, a notice of intent to issue the contract will be mailed to all parties who submitted a proposal.

#### **V. CONSULTANT SELECTION**

A committee that includes officials from the Town of St Johnsbury, Vermont Agency of Transportation and the MPM will make the consultant selection. The selection committee will review and evaluate all proposals based on the following criteria:

*Below is a suggested evaluation criteria table but the Municipality may adjust it. It should be noted that FHWA does not accept location as an evaluation criteria.*

<b><u>CRITERIA</u></b>	<b><u>WEIGHT</u></b>
1. Understanding the Scope of Work	25%
2. Knowledge of the Project Area	10%
3. Qualification/Experience of Assigned Staff	25%
4. Availability of Technical Resources	15%
5. Reasonableness of Labor Hour Schedule	10%
6. Proven record of successful completion of similar projects	15%

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final

selection. The Town of Alburgh reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the Municipality requesting approval of such a change. This change will also need to be approved by VTrans.

## **VI. Contracting**

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, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. 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 Technical Proposal if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website:

<https://vtrans.vermont.gov/finance-admin/audit>

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 Specifications for Contractor Services updated August 2014. 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 St Johnsbury Selectboard, ADDRESS. 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.

## VII. SUBMISSIONS

Consultants interested in this project should submit four copies of their Proposals to:

Chad Whitehead  
Town of St Johnsbury  
51 Depot Square  
St Johnsbury, VT 05819  
(802) 748-3926 x2  
Email: cwhitehead@stjvt.com

Technical and Cost Proposals must be submitted in sealed separate envelopes with the following information clearly printed on the outside:

Name and address of prime consultant  
Due date and time  
Envelope contents (Statement of Qualifications)  
Project name & number

All questions related to this Request for Proposals should be addressed to the MPM. Questions may be submitted in writing or by Email.

All proposals must be received by the MPM **no later than 4:00 PM on July 3, 2019.** Proposals and/or modifications received after this time will not be accepted. No facsimile-machine produced proposals will be accepted. The expense of preparing and submitting the proposal is the sole responsibility of the consultant. The Town of St Johnsbury 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 if it is in the best interest of Town of St Johnsbury. This solicitation in no way obligates the Town of St Johnsbury to award a contract.