

**Welcome Center Improvements, Phase III and
Railroad Street Enhancement Projects
SB-VT11(003) & EHXX(XX)**

**Request for Proposals
Construction Inspection Services
Town of St Johnsbury, Vermont
Issued: January 21, 2016 Due: February 25, 2016**

I. INTRODUCTION

The Town of St Johnsbury, Vermont, herein after referred to as the Municipality, is soliciting Construction Inspection Services for the above referenced projects. Construction includes, but is not limited to the following: Welcome Center Improvements Phase III includes construction of new curbing and sidewalks accessibility modifications, bus loading and unloading, retaining walls, stairs, drainage signs, striping road base, asphalt paving, landscaping, lighting to the West of the St Johnsbury Welcome Center on Depot Square. Railroad Street Enhancements includes construction of new curbing, sidewalks, lighting, signage, water and sewer improvements, relocation of hydrants, line striping and landscaping along Railroad Street from Maple Street South to Eastern Avenue, and along Eastern Avenue from Railroad Street to Pearl Street. The required services being solicited are outlined in Section II of this Request for Proposals (RFP).

The municipality is acting as the Municipal Project Manager (MPM) to act as its representative for project development. The municipality has contracted with Greenman-Pederson Inc and Dufresne Group (Design Engineers) to provide engineering support during the construction phase.

The project is being developed through the Local Transportation Facilities (LTF) section of the Vermont Agency of Transportation (VTrans). Although the project is managed locally, the use of Federal and State funds requires that permitting, environmental, and right-of-way (ROW) processes follow pertinent Federal and State regulations. One requirement of the LTF program 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 VTrans qualified consultant that can provide these services to the Town of St Johnsbury.

Final plans for this project are available for viewing at the St Johnsbury Town Offices, 51 Depot Square, Suite 103, St Johnsbury, VT. The Town Office is open Monday through Friday, 8:00 am to 4:30 pm. Call the Town at (802) 748-3926 to schedule an alternate day if these times are not possible. Final plans for this project are available for purchase from The Town at the cost of \$200 per set. Please call Chad Whitehead at (802) 748-3926 to request these plans.

Additional reference materials and guidelines that consultants should follow include:

- Current VTrans Local Transportation Facilities (LTF) Guidebook for Municipally Managed Projects

- Specifications for Contractor Services dated June 2014 (available from VTrans Project Supervisor)
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- VTrans Construction Manual
- VTrans Route Survey Manual
- 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
- VTrans Supplemental Specifications
- VTrans General Special Provisions for All Projects

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 Town, Design Engineers, VTrans, St Johnsbury Chamber of Commerce, businesses and residents along the project and the Construction Contractor(s).
3. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
4. Attendance at the pre-bid conference, pre-construction conference, all job related meetings and the final inspection.
5. Document that the contractor contacts Dig-Safe and the Town of St Johnsbury to locate underground utilities, and maintains markings.
6. Preparation of Daily Reports, including quantities.
7. Maintain a photographic record of the progress of construction including a photograph index and photo log indicating each photograph's content, context, date, location photograph was taken, and direction of the photograph. This photographic record must be available for reference by the MPM, Design Engineer, State or Federal representatives, and Town representatives.
8. Accompany the MPM, Design Engineer, State or Federal representatives and Town representatives on visits to the project.

9. Prepare Agendas, participate and prepare minutes once every two weeks in regularly scheduled Construction Status meetings with the MPM, Design Engineer, State or Federal representatives and Town representatives.
10. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM and/or the Design Engineers.
11. Preparation of Field Orders for review and approval by the Design Engineers, Contractor, Town and VTrans to document changes in the work which do not have an impact on contract time or contract amount. Maintain a record of Field Orders on site.
12. Preparation of routine change orders as requested by the Contractor or Owner for review by the Owner and VTrans including independent cost estimates for reference. Maintain a record of Change Orders on site.
13. Calculation and verification of the final contract quantities.
14. Review and submit to the Design Engineers any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents.
15. 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: Pre-Construction Stake-Out

Provide construction related survey services, including, but not limited to: Survey of pre-construction existing conditions as necessary for verification of quantity measurements, initial staking of proposed centerline (see Section 105.09 VTRANS Standard Specifications , and post-construction survey as necessary for use in preparing as-built drawings.

Task 3: Construction Inspection

1. Maintain a presence on the project during times when contractor activities are underway. Communication with the contractor, St Johnsbury Chamber, the Town Offices, private business owners and residents on a daily basis via email regarding daily work activities, closures, proposed work schedules and other relevant project information that could impact business on Railroad Street.
2. Check that the contractor is in compliance 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 including provisions for pedestrian traffic and parking.
 7. Development of final record drawings by marking up a set of contract plans. Working drawings shall be kept up to date on a daily basis during the progress of the work. A final neat set of record drawings with ties to underground utilities taken from at least three permanent identifiable locations and any alterations, deletions or deviations from plans shall be provided to the Town of St Johnsbury within 30 days of the Final Completion of the construction contract.
 8. Check that completed work complies with the plans and specifications and is true to line and grade.
 9. Facilitate a substantial completion inspection of work completed with representatives for the Contractor, Owner and VTrans at such time as the contractor may claim substantial completion, , and issue a list of items to be corrected or completed prior to issuance of Final Completion.
 10. Facilitate a Final Completion inspection of the work upon completion of the list of items developed during the substantial completion inspection with the Contractor and Owner and prepare documentation and contract closeout paperwork for execution by the Contractor and Owner.

Task 4: 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 contractor's independent laboratory is performing preliminary process control tests on material samples in accordance with Inspection Level 3 of the 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 and Inspection Consultant is responsible for the required acceptance testing by an independent qualified laboratory. This includes hiring an independent qualified laboratory.

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 contractor 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/will not be provided.

It is anticipated that the projects will be advertised separately, but concurrently on or about February 3, 2016. The award of construction contracts is anticipated within four to six weeks of advertisement. The construction is scheduled to begin on or about April 15, 2016 and is to reach substantial completion within 90 days.. The consultant should plan on being on-site during construction of the project 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 inspector will be the primary contact person representing the Town of St Johnsbury on the project. The inspector will be responsible for contacting the Design Engineer and the MPM to resolve any design related issues that may arise during construction.

III. RESPONSE FORMAT

Responses to this RFP shall consist of the following:

- A. Town must follow a Qualifications Based Selection (QBS) Process. The SOQ 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. SOQs should be double-sided and use recycled paper, if possible. The Statement of Qualifications (SOQ) shall consist of following:
 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 the 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 consultant shall provide a list of the specific individuals, including any sub-consultants, who will be part of the inspection team over the duration of the project. The individual's names, titles, and expected duties should be included. The consultant shall provide resumes of the planned staff. 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. Also provide information regarding experience with municipal construction projects in a Downtown area involving interaction and outreach with businesses and residents.
 6. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
- B. A separate sealed fee proposal consisting of a composite schedule by task of labor hours, labor cost per class of labor including overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

C.

IV. CONTRACT PERIOD, AMOUNT AND PAYMENTS

The consultant will be selected on or about March 10, 2016. At that time, a notice of intent to issue the contract will be mailed to all parties who submitted SOQs.

V. CONSULTANT SELECTION

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

<u>CRITERIA</u>	<u>WEIGHT</u>
1. Understanding of the Project	20%
2. Qualification/Experience of Assigned Staff	20%
3. Reasonableness of Labor Hour Schedule	20%

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|----|----------------------------------|-----|
| 4. | References | 20% |
| 5. | Experience with Similar Projects | 20% |

Once the SOQ is discussed and ranked, the Town will notify the most qualified consultant and open and review the fee proposals. The fee proposals will be reviewed for consistency with, and in light of, the evaluation of the SOQ. The selection committee may elect to interview consultants prior to final selection. The Town of St Johnsbury reserves the right to seek clarification of any SOQ submitted and to select the proposal considered to best promote the public interest.

If any consultant is aggrieved by the proposed award of the contract, the consultant may appeal in writing to the MPM. The appeal must be postmarked within seven (7) calendar days following the date of the written notice of intent to award the contract.

The consultant awarded this contract shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont within fourteen (14) days of notification of award, 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 Town of St Johnsbury will NOT execute the contract until the consultant is registered with the Secretary of State's Office.

The Construction & Inspection 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 Proposal 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 RFQ. 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 LTF 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 St. Johnsbury Town Manager, (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 Manager 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.

VI. SUBMISSIONS

Consultants interested in this project should submit six (6) hard copies of their Statements of Qualifications (SOQ) to:

Chad Whitehead, PE
Town Manager
Town of St Johnsbury
51 Depot Square, Suite 103
St Johnsbury, VT 05851
(802) 748-6926
Email: cwhitehead@stjvt.com

SOQs must be submitted in sealed 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 Qualifications 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 February 25, 2016.** 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 an SOQ 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.