

Hartland Three Corners Intersection Engineering and Construction Project
Request for Proposals
April 2015

The Town of Hartland invites the submission of proposals for engineering services related to the Hartland Three Corners Intersection Engineering and Design Project. The work involves the realignment of the Three Corners Intersection (Route 5, Route 12 and Quechee Road) based on the Three Corners Scoping Study produced by Resource Systems Group (RSG) in September 2013. The goal is to create a safer, integrated system of pedestrian facilities, general improvements for bicyclists, and a more defined route for vehicular traffic while preserving and/or enhancing the aesthetics of the roadway and adjacent lands.

Project Background: As far back as 1974, the Town has sought to improve the Three Corners area due to its complex configuration. The Town Commissioned Bruno Associates and The Cavendish Partnership to study and produce concept designs. Five designs were presented in 1994. A VTrans Enhancement Grant was awarded to the Town in 2007 to construct a sidewalk along Route 5 and Station Road to the Hartland Elementary School. During that construction period, two additional “Stop” signs were installed to create a true 4-way stop condition at the intersection. Traffic was noticeably slowed by this addition so the Town petitioned the State to make this condition permanent. Coincidentally, traffic was required to make two stops within 100’ which added driver confusion and caused a few “close calls”. In 2012 the Town received funding for a VTrans Enhancement Grant to complete a Pedestrian and Bicycle Safe Route Study culminating in the Three Corners Scoping Study produced by RSG. At Town Meeting in March 2014, the Town decided to borrow up to \$450,000 for the final engineering and construction of the intersection based on the RSG study.

Project Tasks:

The following project tasks outline requirements for preparing a proposal. This is the scope of services that Consultants will use in their submissions. Consultants are free to accept and/or modify work task language, work task order, work task products. It is important to note that a consultant may simply cite work tasks in their proposal materials or may actively edit the proposed work scope to fit their assessment of project need and VTrans requirements – either strategy is acceptable.

(A) Project Administration and Management – Consultant will be responsible for record keeping and providing necessary project materials – electronic and paper. Consultant is expected to produce hard copy and PDF copies of all documents and plans (PDF plans will be to drawing scale). All design work can be completed in MicroStation or AutoCAD.

(B) Project Meetings – Consultant will be available for periodic Selectboard meetings - 85% to 100% plans review, construction bidding process review, a final meeting reserved on contingency and any meetings as needed. Consultant will also be available for as needed meetings at the Vermont Agency of Transportation. All meeting logistics will be handled by the Town Manager. Meetings assume Consultant time with attendance and travel only. Preparation of materials by Consultant will be covered under each project task.

(C) Final Erosion and Sediment Control – Consultant will prepare and submit the final VTrans Designer Erosion Prevention & Sediment Control plan and checklist. Consultant will process the final comments from the VTrans Environmental section. Consultant will submit the accepted checklist and plan, along with the checklist acceptance and “all clear” documentation provided by VTrans.

(D) Final Traffic Control Plan – Consultant will prepare and submit a traffic control plan and/or narrative to VTrans staff. Consultant will incorporate VTrans comments and insert a final plan sheet into the 100% Design Plans.

(E) Public Rights-of-Way process – There are temporary and permanent impacts to three properties. The Consultant will develop final ROW project plans, develop property easements for signature, and work with the Town Manager for easement negotiations. At this time, no property appraisals are expected. Legal easement language will be provided by the Town Manager with assistance from the Consultants. The Town Manager will conduct any property negotiations and acquire easement signatures.

(F) Storm water permitting – The Consultant will work with VTrans staff to determine if a storm water permit is required and if a permit is required, the Consultant will acquire a permit through VTrans. If a permit is not required a memorandum from the Consultant will be the only requirement.

(G) 100% Design Plans – Based on the Selectboard meeting and input from VTrans staff, the Consultant shall make revisions to the 85% project plans and submit as 100% project plans. Required sections are: (1) Title Page; (2) Typical Sections; (3) Base Plan and Profile Sheets showing the project centerline, approximate construction limits and existing rights-of-way delineation; (4) Plotting and identification of any sensitive resource (if necessary); (5) Grade Lines; (6) Cross Sections with templates (as necessary); (7) Channel Sections with templates (as necessary); (8) Pavement structure thickness design (as necessary); and (9) Clear zones. The level of detail with these Plans shall be typical of 100% plans required by accepted VTrans standards.

(H) Finalize Unit Quantity and Cost Estimates – Consultant will develop unit quantity and cost estimates for all materials based on the 100% Design Plans and using VTrans material specifications. The material and cost estimate shall be transmitted to the Town, Regional Commission, and VTrans for review and approval.

(I) Construction Bid Document Preparation and Contractor Procurement – Consultant will develop a full set of construction bid documents and plans that includes all the VTrans enhancement program required sections. The Consultant will work with VTrans staff to review all final contract materials and plans to receive formal construction authorization. The Consultant will work with the Town Manager for project advertisement using one paper of regional circulation and using existing construction service summaries. The Consultant will work through the office of the Town Manager to answer questions, provide a pre-bid field tour, and if necessary issue project bid addenda. The Consultant will help the Town Manager review project bids and make an award recommendation.

(I) Construction Oversight Services – Consultant will provide for construction oversight. The Consultant should allocate an appropriate amount of time that allows for a preconstruction meeting, field visits and regular construction meetings, time for Contractor questions, construction work reviews, change order review and approvals, pay requests processing, and other related activities.

Project Miscellanea:

Role of the Municipal Project Manager – The Hartland Town Manager will be serving as the designated municipal project manager. The Town Manager will utilize state and regional staff resources, but will remain the lead interface with the Consultant and Hartland Selectboard.

Consultant Qualifications –Professional Engineers (PE) well-versed in similar types of transportation projects are preferred as project managers.

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, 109 State Street, Montpelier, VT 05609-1104. The fee is \$20.00. 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.

Schedule – The Consultant will work with the MPM to arrange a project schedule that meets the project needs and the Consultant's availability and work load. The project design must be substantially completed prior to November 2015.

Budget – The Consultant budget is approximately \$65,000. Construction costs have been estimated at \$425,000

Proposal Development and Review – Proposals become public property 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 accept or reject any individual work task, to negotiate with any qualified source, or to cancel in part or in its entirety the RFP as in the best interest of the Town of Hartland. This solicitation is in no way an obligation to award a full or partial contract.

Deliverables – All work done by the Consultant becomes public property upon submission to the Town of Hartland.

Proposal Format and Selection Process: Interested Consultants shall email (1) Adobe Acrobat file that includes proposal and budget to Robert Stacey (bstacey@hartlandvt.org). Proposals will be received no later than 9:00am, June 1, 2015. Proposals and/or modifications received after this time cannot be accepted. **Project questions can only be directed to Bob Stacey, Hartland Town Manager, bstacey@hartlandvt.org/ 802.436.2119).**

Proposals should be a simple narrative that responds to the RFP. The text-only (no photos) can be a maximum of 6 pages in length. The RFP's text may be cannibalized verbatim to assist Consultants in proposal development, especially the section where work scope is defined for the Consultant. Required sections include: (1) Brief statement or letter by an authorized representative expressing Consultant's interest and commitment to pursue project (signature not necessary). (2) Brief description and background of all project staff with equal detail given to personnel in the firm and (if it occurs) sub-contract firms. (3) Scope of work summary either using the RFP language and/or Consultant's amended work scope. (4) Hours/labor and material costs detailed to each work task and personnel using the supplied template.

Proposals will be selected by the Town of Hartland with technical assistance from the Regional Commission and VTrans. The review team will evaluate all proposals based on the following criteria: (1) Personnel qualifications (not firm) assigned to project and project tasks. (2) Expectation that assigned personnel, hours, and billing rates most appropriately fit the qualifications necessary to efficiently execute the project tasks. (3) Familiarity with the project area and project design plans. (4) Proven record of successful and timely completion of similar projects. The Hartland Town Manager will notify consultants of the selection process no later than 5:00 PM Friday, June 19, 2015.