

# Request for Proposals

*Town of Ripton*

## Title – Old Town Road Bridge Repair/Replacement Options

### Project Summary

Old Town Road has been identified as a possible route through Ripton in the event of a catastrophic washout of Route 125. Old Town Road crosses the South Branch of the Middlebury River via a bridge near the road’s intersection with Route 125. The bridge is not reliable as an emergency route and has been made impassable by floods in 2008, 2011, 2016, and 2017. The bridge is undersized; set at an angle that is difficult for large vehicles to enter from the west; and difficult for all vehicles to exit, with a steep downhill curve approach to the bridge. The Town of Ripton and the Addison County Regional Planning Commission (ACRPC) seek consulting services to determine alternatives for a safe, feasible, cost-effective location for bridge replacement.

### Project Schedule

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|--------------------|--|
| February 1, 2019   | RFP released   |
| February 12, 2019  | <b>Deadline for submission of questions and <u>Intent to Respond</u></b> |
| February 19, 2019  | Response to questions posted   |
| March 1, 2019      | <b>RFP submission deadline</b>   |
| March 22, 2019     | Consultant selection notification  |
| April 15, 2019     | Project kick-off   |
| September 30, 2019 | Project completion   |

### Introduction and Background

A FY2014 Addison County Transportation Advisory Committee grant funded the “Old Centre Turnpike Preservation Study” to determine the legal status of Old Town Road in Ripton. Old Town Road had been identified in a prior ACRPC study as a possible route through Ripton in case of catastrophic washout of Route 125. For several decades, Old Town Road was considered a private dead-end road and was not included on the town highway map. The Old Centre Turnpike study concluded that Old Town Road is part of the original location of an historic turnpike route between Woodstock and Middlebury, and is a public right-of-way. Old Town Road is now added to Ripton’s Certificate of Mileage and General Highway Map as class 4 road from Middlebury into Ripton, and as a class 3 road at its eastern end. The class 3 portion includes a bridge crossing the South Branch of the Middlebury River at Route 125. The bridge is

not reliable for maintaining an alternative emergency route via Old Town Road. It has been impassable after recent floods, including 2008, 2011, 2016, and 2017. The bridge is undersized; set at an angle that is difficult for large vehicles to enter from the west; and difficult for all vehicles to exit, with a steep downhill curve approach to the bridge. Preparing for the bridge's inevitable replacement is necessary. A completed study is important for capital planning, emergency preparedness, and has the potential to help mitigate damage downstream.

## Budget

Funding for this study comes through the Addison County Transportation Planning Initiative. The total consultant budget is **\$12,000**.

## Scope of Work

As part of this analysis the consultant will provide the Town of Ripton:

- An evaluation of steps needed to ensure the long-term utility of Old Town Road as an emergency access route in the event of floods damaging the principle access along Route 125;
- An estimate of the longevity of the bridge in its current condition and with any future modifications recommended by the consultant; and
- Recommendations on a best long-range plan for the bridge Repair/Replacement including a list of steps, timeline and funding sources to implement the recommended option.

Tasks will involve:

Note: ACRPC invites potential consultants to bid on tasks that they feel are affordable within the scope of work.

### A. Review earlier studies and existing conditions.

The consultant will work with the town, VTrans, and ACRPC to review materials related to planned changes in the vicinity of the project area. Relevant information would include historical VTrans cost data relevant to flood related repairs and past mitigation activities on bridges and culverts within the vicinity of the study area, and the most recent state inspection report and hydrological study. Other relevant studies and information are listed in the resources section.

### B. Public Feedback Meetings

The consultant will hold one public meeting releasing the results of the study. The project presentation will most likely take place at a scheduled Selectboard meeting. During the study, the consultant will coordinate with relevant VTrans, Addison Regional Planning Commission, and Town of Ripton staff. Additional interested parties include (but not be limited to) Ripton Town officials and Emergency Planning managers.

#### C. Compile Base Plan/Document Existing Conditions

The consultant will compile a base plan using available mapping including Vermont Digital Orthophotos, digital parcel maps for the town and other natural resource-based GIS data available from the ACRPC and VCGI. The compiled information must be displayed in an ArcGIS-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcGIS. All maps and plans generated as part of this project should also be provided in PDF format.

#### D. Identify Right-of-Way Issues

If improvements require the procurement of additional Right-of-Way, the consultant will compile right-of-way and property ownership information along the preferred alignment of a preferred alternative. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits) on affected property. Right-of-way information should be mapped on the same base mapping as the existing conditions.

#### E. Identify Natural and Cultural Resource Constraints and Permitting Requirements

Review natural and cultural resource issues including wetlands, surface waters, flora/fauna, endangered species, storm water, hazardous wastes, forestland, historic, archaeological and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on significant resources and permitting requirements, including the potential for review under Act 250. When possible, documentation from appropriate state agencies should be included to summarize the extent to which significant resources may or may not be impacted.

#### F. Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for the preferred alternative as part of the benefit/cost analysis.

#### G. Project Time Line

The consultant will provide a study timeline addressing all phases of the project. This project must be completed by **September 30, 2019**.

#### H. Report Production

Using information gathered from the activities outlined above, the consultant will submit a final report outlining the findings.

### Deliverables

- A.) A digital copy of the final report with all illustrations and plans shall be delivered in Adobe Acrobat PDF format. The text portion of the final report shall also be provided as a MS Word file. All copies of draft and final reports shall be double-sided.
- B.) Executive summary of final work product in poster and/or brochure format for public engagement purposes

- C.) All data, databases, reports, preliminary engineering plans, programs and materials in digital and hard copy format created under this project shall be transferred to ACRPC upon completion of the project and will be treated by ACRPC as public information. Digital map data products shall be compiled and delivered to ACRPC in Vermont State Plane Coordinates (NAD 1983 Meters). Data that are developed must follow all applicable published standards of the Vermont Geographic Information System (VGIS). Preferably, deliverables will be provided in ESRI 'shape' file format. All place or site-related databases must include a valid street address.
- D.) Presentation of final work product to the Ripton Selectboard at one of their September meetings.
- E.) The recording and distribution of minutes from all project meetings will be the responsibility of the consultant.

## Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively.

### **A. Required Technical Information**

1. Cover Letter
2. Qualifications of the Consultation Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which proposed project team members have worked on which related projects.
3. Scope of Work – a scope of work for the project detailing the consultant's proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed Schedule – the schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
5. Project Organization – discuss project management structure and relate the job categories listed.
6. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
7. References – please provide a minimum of three, including the name and telephone number of each.
8. The proposal, encompassing items 1-7 above, shall not exceed 20 pages.

## Consultant Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of representatives from the Ripton Selectboard and ACRPC staff. Proposals will be ranked based on the following criteria (100 points total):

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)

- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (20 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (15 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (15)

*The Addison County Regional Planning Commission (ACRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the ACRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The ACRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of ACRPC. This solicitation or proposals in no way obligates ACRPC to award a contract.*

## Contract Requirements

The contract shall not start until the successful applicant enters into a written contract with ACRPC to perform the work subject to this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

## Resources

Hydraulic Study 7/24/2018 – available from ACRPC

Bridge Inspection Report 7/14/2017– available from ACRPC

Scope of Work for most recent repair 8/19/2015– available from ACRPC

[Old Centre Turnpike Preservation Study Report 2014](#)

[Middlebury River / Vermont Route 125 Benefit-Cost Analysis 2010](#)

[Middlebury River Corridor Conservation Plan 2008](#)

[History of Center Turnpike/Old Town Road in Ripton, VT from 1793 to 2008](#)

## Ownership

All proposals submitted in response to this RFP become the property of the ACRPC. All reports, documents, maps, data and materials developed by the consultant for this project shall be the property of the ACRPC and shall be treated by the ACRPC as public information.

## Further Information

Please contact Mike Winslow, Transportation Planner, ACRPC at 802-388-3141 or [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org) with any questions about this project.

Please address your response to:

Mike Winslow  
Addison County Regional Planning Commission  
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Middlebury, Vt. 05753