

**Town of Middlebury  
Request for Proposals**

*Engineering, Design and Bid Review Services*  
Middlebury EH0017 Printer's Alley Design and Construction Project

**Proposal must be received by: Friday June 12, 2015 at 4:00 p.m.**

**INTRODUCTION**

The Town of Middlebury has a VTrans grant to design and construct pedestrian improvements and a small park in the location commonly known as Printer's Alley and the property adjacent to the alley that former housed the Lazarus building downtown Middlebury. It hereby requests proposals from qualified consultants (Consultant) to work with the MPM to develop scoping designs, hold public hearings, secure rights of way and permits, and create engineering plans to bid and construct the proposed pedestrian and park improvements. The Consultant must be familiar with the guidelines in the Vermont Agency of Transportation (VTrans) Municipal Assistance Bureau Local Projects Guidebook. The procurement process for selection of the Consultant will be based on responses to this Request for Proposals (RFP). The Consultant will be selected based upon their demonstrated ability to achieve the goals of the project through their proposals. Construction management is not included in the scope of work at this time but the Town reserves the right to amend the contract to include these services at a later date.

**PROJECT DEVELOPMENT**

This project will be developed pursuant to a Cooperative Agreement between the Town of Middlebury and Vermont Agency of Transportation, Agreement EH0017. The owner of the project is the Town of Middlebury. The Addison County Regional Planning Commission is serving as the Municipal Project Manager ("MPM") for the Town. The Consultant shall report to the MPM, with the final plans to be approved by the Town of Middlebury Selectboard. The lead local contact and administrative support person for the project is:

Adam G. Lougee, MPM  
Addison County Regional Planning Commission  
14 Seminary Street  
Middlebury, Vermont 05753  
(802) 388-3141  
E-mail: [alougee@acrpc.org](mailto:alougee@acrpc.org)

**PROJECT REQUIREMENTS**

The project has been awarded a grant from the Vermont Agency of Transportation, Agreement #EH00017, which includes 80% funding from the Federal Highway Administration. The Project must be developed according to the guidelines established by the VTrans Municipal Assistance Bureau Local Projects Guidebook. The VTrans Municipal Assistance Bureau (MAB) will administer funding and review project material for compliance to federal and state standards and policies in accordance with:

- The Municipal Assistance Bureau Local Projects Guidebook, including Consultant Contract Provisions and the Project Development Process contained within the guidebook;
- The Cooperative Agreement between VTrans and Town of Middlebury; and
- VTrans' procedures for selecting Consultants and specifications for consultant services, including customary state contract provisions.

All work performed under the contract shall be designed in accordance with the VTrans CADD Manual/Microstation format, as necessary. Questions related to the MAB project development process can be answered by:

Scott Robertson  
 Municipal Assistance Bureau  
 Highway Division  
 VT Agency of Transportation  
 1 National Life Drive  
 Montpelier, VT 05633-5001  
 Ph: 802-828-8799  
 E-mail: scott.robertson@state.vt.us

### **PROJECT DESCRIPTION/SCOPE OF WORK**

The Printer's Alley Pedestrian Path and Park Project ("Printer's Alley Project") will include the design and construction of +/- 200 linear feet of sidewalk and any associated curbing to be located on Printer's Alley in Middlebury from the Marbleworks to Route 30/Main Street. The project shall also include redesign of Printer's Alley to improve access and sight distances and the creation of a public space/park on the site of the former Lazarus building immediately adjacent to the Alley. Currently, the Lazarus building has been removed down to its foundation and the site is purposely left vacant to allow it to serve as a staging area for the reconstruction of the Railroad Bridge on Route 30 in downtown Middlebury. Coordinating this project with the contractors selected to work on the railroad underpass will be essential to the thoughtful completion of this project.

*Public outreach and engineering will include the following scope of work:*

- Project kickoff meeting: The consultant should hold a kickoff meeting inviting the public to participate and provide their input into the project alternative designs.
- Creating a baseplan. The Consultant will familiarize themselves with existing infrastructure and amenities paying particular attention to the existing rights of way, including the railroad ROW immediately adjacent to the Lazarus property and alley and create a baseplan from which to create their plans. Coordination with the railroad bridges project will be imperative. Consultant should contact the MPM for that project to secure information from that project to aid in creating the based plan.
- Local Concerns meeting. The Consultant will organize, document and moderate a Local Concerns meeting with Town Representatives and State Officials, including the District

Transportation Manager (when applicable), the Project Manager for the Rail Tunnels project and the public to develop a clear understanding of the project goals objectives and concerns. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed project. As an outcome of the Local Concerns meeting and the Project kickoff meeting, the Consultant shall develop a Purpose and Needs Statement for the project. The Consultant will generate this statement based upon local input and existing conditions. The Statement should consider and accommodate as many different user groups (Motorists, bicycles and pedestrians) as feasible.

- Identifying ownership or easement issues. The Consultant shall compile property ownership information for the properties adjacent to Printer's Alley. This information should identify the extent of the right of way and any existing easements or restrictions on the alley or the Lazarus property, now owned by the Town of Middlebury. The project shall be developed to keep as many improvements as possible on property owned or controlled by the Town of Middlebury to avoid any right of way or property acquisition issues. Consultant shall work in partnership with neighboring property owners, including the National Bank of Middlebury, the property owner on the south side of Printer's Alley. Ownership and easement information will be depicted on the baseplan noted immediately above.
- Identifying and harmonizing utility conflicts. The Consultant shall identify and discuss all underground and overhead utilities in the project area. Electric utilities in the project area shall be redesigned and optimized to service Printer's Alley and the park. No utilities will be relocated outside of the existing ownership or control of the Town of Middlebury. For all other underground utilities, the Consultant will design the proposed improvements to minimize impacts on existing utilities.
- Identifying resources impacts and constraints. The Consultant shall identify historic, archaeological and architectural resources, 4(f) and 6(f) public lands and all other pertinent natural resources. The Consultant shall suggest amendments to the Concept plan as necessary to avoid or minimize impacts on identified resources.
- Coordinating with other projects. The Consultant shall coordinate the design and construction of park amenities with other Town of Middlebury construction projects in the vicinity including the reconstruction of the railroad underpass of Route 30/Main Street immediately adjacent to the project.
- Creating engineering plans. The Consultant shall create preliminary engineering plans for the improvements to Printer's Alley and the Park.
- Presenting preliminary engineering plans at a public Alternatives Presentation Meeting: The Consultant shall work with the MPM and Oversight Committee to present the preliminary plans to the public at a public meeting in Middlebury.
- Permitting. The Consultant shall work with the MPM to secure a CE for the preferred alternative and any other permits necessary to construct the project.

- Developing Preliminary Cost Estimates. The Consultant will work with the MPM and oversight committee to develop preliminary cost estimates for construction of the project. The estimates should be based on the assumption that the project will be constructed using a combination of federal and local funding and will be managed by the town. The cost estimates should include amounts for construction, municipal project management and construction inspection.
- Developing a Project Time Line. The Consultant will work with the MPM and oversight committee to create a project development timeline that takes the project through the construction phase using the funding available and any supplemental funding the Town secures.
- Developing bid documents and bid review. The Consultant will provide bid documents satisfying the MAB process sufficient to allow the project to go to bid for construction. Upon submission of bids, the Consultant shall evaluate the winning bid for completeness.

### **DELIVERABLES**

All documents shall be provided in both hard copy and electronically, preferably in MS word. All plan work performed under the contract shall be designed in accordance with the VTrans CADD Manual/Microstation format, as necessary.

All data, databases, reports, programs or materials developed under this project shall be transferred to the Town of Middlebury and ACRPC upon completion of the project and shall become the joint property of the Town of Middlebury, ACRPC and the State of Vermont when applicable.

The Consultant will provide a minimum of 3 copies of all draft reports one full week prior to the meeting in which they will be discussed. Copies will be sent to the MPM, Town Manager and VTrans project manager. More copies may be needed for the public meetings.

### **CONSULTANT SELECTION PROCESS**

The total project budget for this project, including construction is approximately \$300,000. Accordingly, the design and engineering services for this project subject to the RFP are estimated to cost less than \$65,000. As such, the Town of Middlebury's MPM, after consultation with VTrans and the Town, has opted to use a simplified acquisition process. Services will be procured through an RFP process and will be evaluated based on (but not limited to) technical merit, responsiveness to the scope of services including the cost proposal.

## **SUBMISSION REQUIREMENTS/ RESPONSE FORMAT**

Responses to this RFP should consist of the following:

### **A.) Technical Proposal**

The Technical Proposal should include a narrative that best represents the Consultant's qualifications to perform the scope of work. The Scope of Work shall include planning, permitting, design services, preparation of construction documents and review of the bid proposals for the construction of the project. The technical proposal shall include the following components:

1. A cover letter expressing the firm's interest in working on the project.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. 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.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

Please note that Items 1 – 5 should be limited to a total of 10 pages. Resumes, professional qualifications and work samples are not included in this total.

### **B.) Cost Proposal**

A separate cost proposal consisting of 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. The Cost Proposal should indicate a not to exceed fixed fee to deliver all services and provide supporting documentation needed by the MPM and Town to successfully complete the design, bid, and bid review of the project. A list of reimbursable expenses for any and all reimbursable expenses should also be included in the cost.

## QUESTIONS

All questions related to this RFP shall be directed to:

Adam G. Lougee, MPM  
Addison County Regional Planning Commission  
14 Seminary Street  
Middlebury, Vermont 05753  
(802) 388-3141  
E-mail: [alougee@acrpc.org](mailto:alougee@acrpc.org)

All questions must be submitted two weeks before the proposal due date. All questions and answers will be distributed to all prospective firms by e-mail one week prior to the proposal due date.

## Proposals

All proposals become the property of the Municipality upon submission. The cost of preparing, submitting, and presenting a proposal is at the sole expense and responsibility of the firm submitting the proposal. The Municipality reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel this RFP in part or in its entirety if it is in the best interest of the Municipality. This solicitation of proposals in no way obligates the Municipality to award a contract. All submittals will receive consideration without regard to race, color, religion, creed, age, or national origin.

## Submit Proposals to:

Adam G. Lougee, MPM  
Addison County Regional Planning Commission  
14 Seminary Street  
Middlebury, Vermont 05753  
(802) 388-3141  
E-mail: [alougee@acrpc.org](mailto:alougee@acrpc.org)

**Proposal must be received by: Friday, June 12, 2015 at 4:00 p.m. Please furnish three (3) copies of the Technical Proposal and Cost Proposal. The Cost Proposals should be submitted in a separate sealed envelope from the Technical Proposals. Please clearly indicate the following information on the outside of each envelope:**

- **name and address of Consultant**
- **due date and time: Friday, June 12, 2015 at 4:00 p.m.**
- **envelope contents (e.g., Technical or Cost Proposal)**
- **project name: Middlebury Printers Alley Design and Construction Project**

## SELECTION PROCESS:

The Middlebury Town Manager, a representative or designee of the Middlebury Selectboard and the MPM will review and evaluate each Technical Proposal based on the criteria below:

Review Criteria	Weight x	Maximum Points	= Weighted Points
Scope-of-Work (Understanding of the Project)	5	5	25
Knowledge of Project Area	2	5	10
Ability to Meet Project Schedule	2	5	10
Past Performance on Similar Projects	5	5	25
Qualifications / Experience of Proposed Staff	3	5	15
Reasonableness of proposed schedule and labor hour estimates	3	5	15
<b>TOTAL</b>			<b>100</b>

The Cost Proposals will be opened separately and final selection made based on the combination of technical merit and cost. In order to aid in the selection process, the selection committee may interview the top two firms if it is deemed necessary. The Committee will select a consultant by about June 26, 2015.

**APPEAL PROCESS**

If the award of the contract aggrieves any firms, they may appeal in writing to the Middlebury Selectboard, 94 Main Street Middlebury, Vermont 05753. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Municipal Selectboard is final.

**CONTRACT REQUIREMENTS:**

Prior to being awarded the contract, the Consultant and any sub-consultants, if not already so registered, will apply for registration with the VT Secretary of State’s Office to do business in the State of Vermont.

The form may be obtained from:

VT Secretary of State  
128 State Street  
Montpelier, VT 05633-1101  
Phone: (802) 828-2363

The Contract will not be executed until the consultant is registered with the Secretary of State’s Office. The successful Consultant is expected to execute Sub-Agreements for each Sub-Consultant named in the Proposal upon award of this contract.

Completed copies of the Agency’s Form AF38 will also be required prior to the Award of Contract: one copy for the Prime Consultant and one copy of for each firm designated as a Sub-Consultant. The Award Contract will be provided on a fixed fee basis plus an allowance not to exceed reimbursable expenses in compliance with VTrans guidelines for mileage and expense reimbursement.

Additional contract requirements are in the “Specifications for Contractor Services” found in Appendix E of the Local Projects Guidebook, which will be incorporated in the contract with the successful consultant.

**All prospective consultants and sub-consultants must be on the VTrans qualified list, or found eligible for addition to that list.**

The Consultant awarded this contract shall be responsible for furnishing the Municipality with independently prepared, properly supported indirect cost rates in accordance with the cost principles contained in 48 CFR Part 31 for all time periods covered by the contract.

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 Consultant Contract Provisions located in the Municipal Assistance Bureau Guidebook. The Certification of Insurance Coverage shall be documented on forms acceptable to the Municipality.

Sincerely,

Adam Lougee, Municipal Project Manager on behalf of the Town of Middlebury