**PROJECT NAME AND NUMBER**

**Request for Proposal**

**Municipal Project Management**

**At-the-Ready Consultant Services**

**Town of XXX, Vermont**

**Issued: month day, year Due: month day, year, time**

**Contact person: Name, title, telephone # and email address.** All questions related to this request for proposals shall be addressed, in writing, to this individual no later than 5 business days prior to the due date above.

###### INTRODUCTION

The Town of XXX is requesting proposal for project management services on a XXXX project (see project description in Scope of Work) funded in part by the Federal Highway Administration and the Town of XXX, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS).

(Add additional project description and history here if desired)

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of XXX Selectboard.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by VTrans Project Supervisor / Manager, NAME, Municipal Assistance Section, by phone at (802)-XXX-XXXX or email at xxx@vermont.gov.

All work will be accomplished in accordance with the following:

* MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website: <https://vtrans.vermont.gov/highway/local-projects>)
* MAS Project Development Process (found on the VTrans MAS website)
* Specifications for Contractor Services (found on the VTrans MAS website).

###### SCOPE OF WORK

The Town of XXXX has entered an agreement with the Vermont Agency of Transportation to develop a project to [PROJECT DESCRIPTION]. This project is funded in part by the Federal Highway Administration and the Vermont Agency of Transportation. Accordingly, all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations. The Town has agreed to provide the project management. The Agency of Transportation has designated (NAME), VTrans Project Supervisor / Manager, Municipal Assistance, to assist the Town in meeting the necessary requirements and ensure that the agreed upon project funds are allocated for project use.

(Add the Project Location, Project Description and Project History.)

The Town of XXXX has decided to contract services to fulfill its responsibilities with regard to project management. Those who assume such duties will herein be referred to as the Municipal Project Manager or MPM. VTrans has developing guidance relative to the various aspects of project development and has established a “Project Development Process” flowchart that provides an overview of the process. The duties of the MPM will include:

* Ensure the project follows the “Project Development Process” and adheres to the Municipal Assistance Section (MAS) “Guidebook for Municipally Managed Projects”.
* Coordinate all project activities and monitor all aspects of project development on behalf of the municipality while acting as liaison between the Town, VTrans, consultants and/or contractors as necessary.
* Ensure adherence to federal and state rules and regulations relative to developing and constructing a project.
* Review and monitor a master schedule to coordinate all activities necessary for: completing the project design, coordinating all necessary permits and approvals, relocating conflicting utilities, acquiring and clearing all rights-of-way and preparing bid documents.
* Prepare Request for Proposals / Qualifications and Scope of Services for any and all consulting needs subject to VTrans approval (examples are available). Act as member of selection team and assume responsibility for documenting this process.
* Ensure that all provisions of consulting/contracting contracts are met and submitted on time and within cost limits. Will be responsible for any and all contract administration.
* Review all project invoices for accuracy, completeness and reasonableness. These invoices will then be forwarded to the VTrans Project Supervisor / Manager with a cover letter requesting reimbursement, which includes the required statements (see MAS SharePoint site).
* Arrange for, participate in and provide follow-up documentation of all project-related discussions, meetings or hearings.
* Monitor that any permit mandates, conditions and stipulations are incorporated in the project design.
* Seek approval for, document and obtain any waivers of design criteria if deemed necessary.
* Assume responsibility for the review of project plans and documents. Within the constraints of the review, the MPM will be responsible for exploring design options to improve constructability, reduce costs and expedite construction.
* Assist the municipality in all right-of-way issues. The MPM will provide or obtain certification to VTrans that the right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations.
* Assist the municipality with utility and/or railroad issues for the project. Provide assurances to VTrans that federal and state laws and regulations have been complied with.
* Review the project for compliance with all federal, state and local laws, ordinances, regulations and permit requirements, including environmental permitting. Provide certification to VTrans attesting that all requirements have been met and all permits have been obtained. (An overview of the Environmental Permitting process may be requested through the MAS Project Supervisor / Manager.).
* Secure certification that the design meets all applicable standards, codes and requirements for design and public safety standards.
* Secure and submit to VTrans documentation by an engineer registered under the laws of the State of Vermont to practice structural or civil engineering attesting to the required structural capacity requirements for all bridges. Provide certification from an engineer of adherence of all traffic control devices per the Manual on Uniform Traffic Control Devices.
* Secure and submit a statement to VTrans as to which permits, agreements and clearances have been secured and which ones are not applicable to the project.
* Assist the municipality in preparing a bid package for construction, in conformance with federal and state regulations. Once bids are received and opened, assist municipality in determining whether apparent low bidder is responsible. Prepare contract for municipality with low bidder.
* Provide project administration of project during construction.
* Secure certification and submit to VTrans that the project was constructed as designed.
* Keep a master project file, to become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the MPM will be responsible for providing or securing such information.

###### RESPONSE FORMAT

Responses to this RFP should consist of:

* A cover letter expressing the firm’s interest in working with the TOWN of XXX including identification of the principal individuals that will provide the requested services.
* A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task and a proposed schedule.
* Labor Hour Estimate with hourly rates for all classifications of personnel who may be utilized for the services requested. These rates shall be presented and broken down by direct labor cost and indirect cost by percentage or by hourly rate.

###### CONSULTANT SELECTION

The Selection Committee is made up of *(3 to 5 members including, if requested, the MAS Project Supervisor / Manager)*. The Committee has reviewed and evaluated at least three of the Statements of Qualifications from consultants in the At-the-Ready Qualified Roster and selected one. After selecting the firm, the Selection Committee requests a technical and cost proposal under this RFP. If negotiations are successful, the Selection Committee will make a recommendation to the Town Selectboard to award a contract.

The rates that are proposed will be in effect for the complete term of the contract.

The selection committee may elect to interview the consultant prior to final selection. The Town of XXXX reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented in the At-the-Ready Qualification Proposal. Should the awarded consultant propose any substitutions to the project personnel either at the time of the proposal or in the future, they must submit a request to VTrans in consultation with the Municipality, for approval of such a change.

###### SUBMISSION

All questions related to this request for proposal shall be addressed to the contact person indicated.

The proposal shall conform to the following requirements. The proposer shall:

Utilize either:

Submit X copies *(number of copies should equal number of Selection Committee Members plus one)* of the proposal in a sealed envelope to the name and address indicated above prior to XX:XX PM on, DATE.The proposal should be double sided and use recycled paper, if possible. Twin pocket portfolios or other simple, reusable binding method is recommended.

Or:

Submit as an electronic submission via email clearly marked in the subject with the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The proposal upon submission becomes the property of Town of XXXX. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town of XXXX reserves the right to reject the proposal received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town of XXXX. This solicitation in no way obligates the Town of XXXX to award a contract.

###### 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; Phone: (802) 828-2363, (800) 439-8683; Vermont Relay Service – 711; Web: <https://www.vtsosonline.com/online>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

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 the consultant will make good faith efforts to solicit DBE sub-consultants. The successful Consultant will be expected to execute sub-agreements with sub-consultants named in the At-the-Ready Consultant Services proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.