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Consulting Services Related to the Hartford Roundabout Intersection Project STP 0113(59)S

Town of Hartford

171 Bridge Street
White River Junction, VT 05001

Request Date:
9/8/2005

Open Date:

Closing Date:
10/03/2005
09:00 AM
Intent To Bid

Deadline:

Est. Dollar Value:

RFQ Number:

CLOSE WINDOW

Locations:

Windsor

Keywords:

Consultant Services, Engineering

Bid Description:

The Town of Hartford invites the submission of proposals for professional consulting services related to the Hartford Roundabout Intersection Project STP 0113 (59)S. The work involves constructing two roundabouts and ancillary improvements at and near the US Route 5 and Sykes Mountain Avenue intersection. The full RFP outlines services that takes the existing 25% design plans and develops the project to final construction. This full RFP (in electronic format) can be requested by contacting Chuck Wise, Two Rivers-Ottawaquechee Regional Commission, VIA EMAIL ONLY REQUEST at CWISE@TRORC.ORG.

Special Instructions:

Consultant proposals should be EMAILED to Chuck Wise at cwise@trorc.org no later than 9:00 a.m., October 3, 2005. A consultant section and award process will be concluded no later than October 10, 2005.

Contact Information:

Chuck Wise, Two Rivers-Ottawaquechee Regional Commission
Phone: (802) 457-3188
Fax: (802) 457-4728
Email: cwise@trorc.org
For additional information: www.hartford-vt.org

Site Visit:

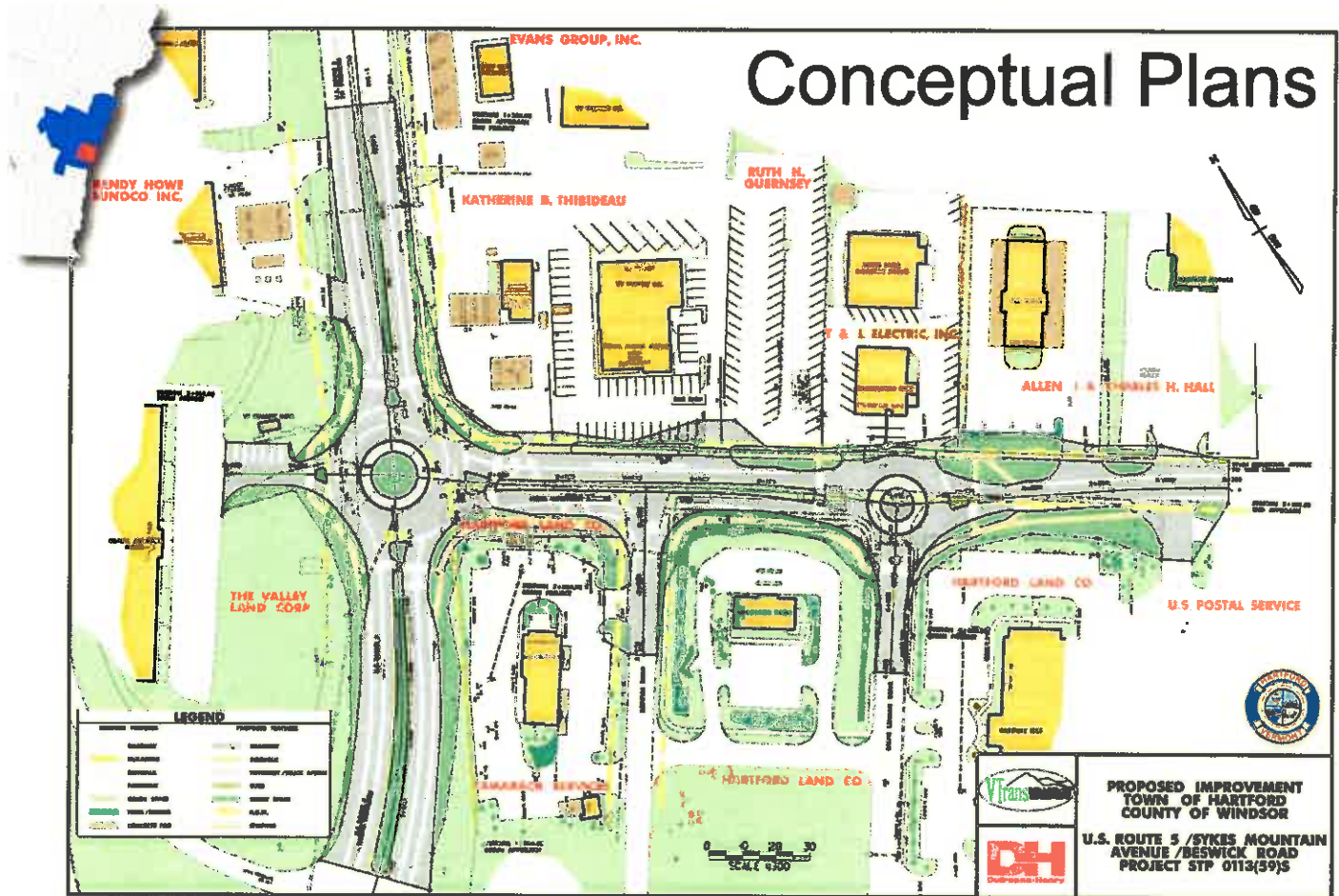
Date:

Project tours have been scheduled, rain or shine, for 11:00 a.m. on September 20, 2005 and for 9:00 a.m. on September 30, 2005.

Hartford Roundabout Intersection Project STP 0113(59)S Request For Proposals: Project Development and Construction Engineering Services September 2005

The Town of Hartford invites the submission of proposals for project development and construction engineering services related to the Hartford roundabout intersection project. This is a FHWA and VTrans funded local transportation facilities project and all applicable federal and state regulations apply. More specifically, the 2001 VTrans Local Transportation Facilities manual and supporting materials should be utilized when developing Consultant proposals. This is a fixed fee contract with costs not expected to be adjusted unless unique project circumstances warrant such amendments.

The project area is located right off Interstate 91 at the White River Junction interchange at the intersection of US Route 5 and Sykes Mountain Avenue. The project includes two roundabouts, access management related modifications to commercial properties, sidewalks, landscaping and related pavement and signage improvements. The final goal is to provide an enhanced roadway that better accommodates all transportation modes within this commercial district. The selected Consultant will provide a full suite of project services that include design/engineering, permitting, contract development, contractor procurement, and construction related engineering.



Project is located within the Town of Hartford, Two Rivers-Ottawaquechee Regional Commission.

Project Tasks:

The following scope of services defines the project tasks required for preparing a proposal. This is the scope of services Consultants will capture in their submissions. Project tasks are divided into two separate sections that incorporate the project development and construction engineering service.

(1) Project Development: The Consultant will provide the services necessary to successfully complete project design to 100% plans, to receive all pertinent state and federal permits, and direct the project to the construction phase. The tasks outlined below are the specific requirements as determined by state and local officials.

(A) Project administration and management – Consultant will be responsible for the general tasks that occur during project development as outlined in the LTF project manual. Consultant will maintain proper record keeping and provide necessary project materials – electronic and paper as required. Consultant will be expected to provide monthly invoices based on the MPM’s format that outlines project task completion rates and provides a supporting narrative that justifies billing hours. Consultant will be expected to conduct regular phone and/or email correspondence between MPM, town, and state officials as needed.

(B) Project meetings – There are two levels of meeting requirements that will be expected of the Consultant’s project manager to ensure efficient and effective project communication. First, the Project Manager will be responsible for working with the MPM to conduct monthly town coordination meetings. These meetings will be used to establish project deadlines, monitor that progress, and to provide regular feedback between the Consultant team, MPM, and the town. The meetings shall be open to the public, but conducted during normal business hours, and primarily involving town and state project staff. The number of monthly meetings shall coincide with the Consultant’s estimation of project schedule plus the addition of 6 extra meetings for contingency. Secondly, the Consultant’s project manager shall be available to support the MPM in conducting a public process at regularly scheduled Selectboard meetings occurring at 5 specific project development stages – 85% plans, 100% Plans, Pre-Construction, Mid-Construction, and Post Construction phases. Consultant should task hours for these 5 meetings and include 2 additional meetings as contingency. All meetings assume the Project Manager (or a singular designate) attendance and travel only. Preparation of materials by the Consultant team shall be covered under the respective project task. This task expects that the project manager will understand all the project particulars and can effectively translate directives between project stakeholders and the Consultant project team. Additional consultant personnel, beyond the project manager, are not required.

(C) Public Materials Production – The Consultant will have an ongoing role in preparing materials for public meetings and general project outreach activities. There are no particular guidelines or requirements for this task. Prior jobs have been well assisted with project flyers and Adobe Photoshop colorized 85% and 100% design plans. These tasks took a minimum time investment and allowed project stakeholders to use the materials for outreach communications. The Consultant should propose some type of public outreach materials production. These materials can be developed at the project stages where they would be most appropriate and useful.

(D) Project Definition Review – The selected Consultant will have ultimate responsibility for all design and engineering, based upon that Consultant’s review and assessment of the present 25% conceptual plans. The particulars of the two roundabouts as intersection improvements, the project’s relative geographic boundaries, and many of the ancillary design features will remain within the present project scope (There are adjacent areas that could benefit from design enhancements, a scope expansion will be allowed insofar as there is a compelling and immediate justification of impact to the existing project.) The Consultant will be responsible for conducting a peer-review to ensure the current design is technically well-designed, meets required traffic capacities, is appropriate for the

project site, and is in conformance with state and federal roundabout design guidelines and standards. The task deliverable will be a technical memorandum (for file) that outlines the Consultant review process and indications if there were any design alterations required for the work to proceed to 60% plans.

(E) Survey update – The Consultant will review and update the VTrans survey (as needed) to ensure topographic and ROW accuracy for current project conditions. Consultant may propose a field verification process and/or accommodate for possible future development or ownership changes. It is expected that the VTrans survey is sufficiently accurate for this project, should deficiencies be found then this task will be renegotiated with the selected Consultant. Comparable to Task D, the selected Consultant shall have ultimate responsibility for the project's topographic and ROW survey. This task should accommodate the work necessary for the selected Consultant to assume that responsibility.

(F) Stormwater Management – The Consultant will ascertain permit requirements and design a stormwater treatment facility consistent with treatment standards outlined in the Vermont Stormwater Management Manual. This task will be done concurrently with the development of 60% Plans and prior to the initiation of any other work tasks. It is anticipated that the Consultant will work closely with VTrans and ANR staff through the design phase to ensure an efficient/successful permitting process. Consultant is expected to secure the required general permit and produce plan drawings and details sheets that will be integrated into the project plans.

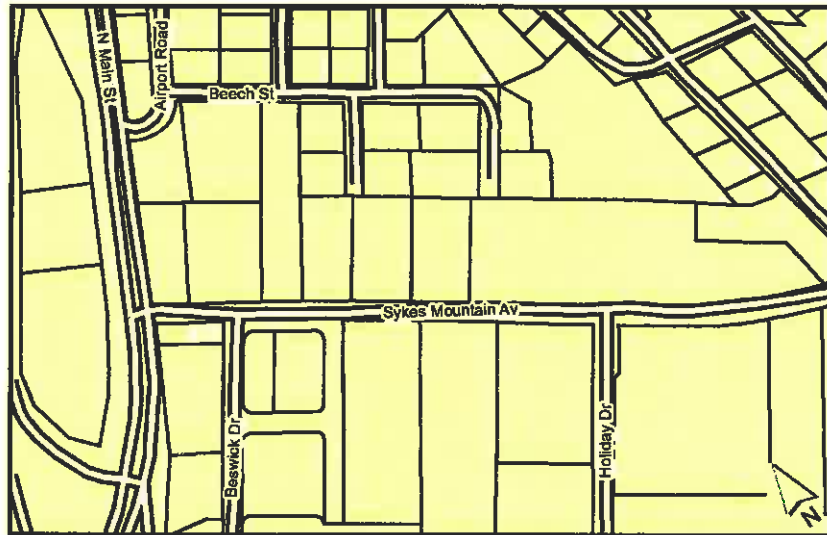
(G) 60% Design Plans & Estimate – The Consultant shall take the concept plans and develop them to 60% project plans. Required sections are: (1) Title Page; (2) Typical Sections; (3) Base Plan and Profile Sheets showing the project centerline, approximate construction limits and existing rights-of-way delineation; (4) Plotting and identification of any sensitive resource (if necessary) and all utilities; (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 content and level of detail with these Plans shall be typical of the 60% Plans required by VTrans accepted standards and as articulated in the local transportation facilities manual. These design plans will also include an intersection capacity analysis using aaSIDRA (or comparable traffic modeling software) and based on the Highway Capacity Manual. Although not required, the consultant may choose to present these analyses in some form of graphic traffic simulation. All design work will be completed in MicroStation using US Customary/English standard units (a conversion from metric is required). Consultant is expected to produce hard copy and adobe acrobat plans (PDF plans will be to drawing scale).

(H) Categorical Exclusion – Although the environmental document has been approved for this project, re-evaluation of the document may be required during the remaining project development cycle. The Consultant should anticipate a minimum amount of time for this work task.

(I) Traffic control plan – Consultant will prepare and submit a traffic control plan and narrative for review and approval. Specific aspects of traffic control relative to intersection function and roundabout construction during construction will be required to anticipate safety and capacity conflicts that might arise at this busy intersection as the signals get replaced by the roundabouts. Deliverables are a final traffic control plan sheet(s) inserted into the 100% plans and a traffic control narrative inserted into the contract documents.

(J) Right-of-Way – Consultant will provide ROW plans and supporting documentation that quantifies all property impacts. There are approximately 2 dozen property and business owners being impacted with the current 25% Design Plans. Led by the Consultant and MPM supported, property owner negotiations will be conducted and the Consultant will secure all appropriate easement and/or property rights conveyance. When necessary, the Consultant will conduct an appraisal process for

estimating the fair market value of the needed rights. Also when necessary, the Consultant will work with affected property owners to amend their site plan or Act 250 permits. Because it is unlikely that the project will materially impact a permit condition or finding, this has been determined to be a simple task constituting (1) a letter to the ACT 250 Coordinator and potentially one meeting and/or (2) coordination with the Town's Planning Department. The Consultant will work with VTrans staff to obtain the state's right-of-way clearance certificate. All relevant plan sheets and property easements will be properly recorded at the town clerk's office. Consultants are directed to the LTF Guide to the Right-of-Way Phase for further details regarding this process. The right-of-way check list shall be completed and included with any document or right-of-way plan submittals to VTrans. The Consultant will be expected to monitor the VTrans process and respond to questions and inquiries when necessary.



This is Hartford's 2004 parcel map of the project and adjacent areas.

(K) Erosion Prevention and Sediment control – Consultant will prepare and submit a VTrans Designer Erosion Prevention & Sediment Control plan and checklist. Consultant will process 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.

(L) Utilities permitting – The Consultant will identify and address all utility related conflicts to the project. The Consultant shall work with respective utility companies to ensure any existing utility facilities that impact the project are successfully moved to an adjacent area that does not impact the project or adjacent roadways. Consultant will work with these companies and assist with acquiring any necessary utility easement. Consultant shall anticipate field meetings or conferences with the VTrans District and/or Montpelier and will submit the appropriate documentation to secure a VTrans utilities clearance and highway access permit. If necessary, the Consultant will prepare maintenance agreements for Town and VTrans signature.

(M) 85% Design plans – The Consultant shall modify the Consultant prepared 60% design plan package and present them as 85% design plans. Consultant will develop unit quantity and cost estimates for all materials based on these design plans and using the VTrans material specifications. All other relevant LTF requirements for 85% plans submittal shall be followed.

(N) 100% Design plans – Once all permits and reviews have been completed, the Consultant shall modify the existing 85% design plan and complete the remaining documentation to bring the project to 100% design plans. The Consultant's Project Manager shall provide a formal letter which

effectively certifies that the project was designed in accordance with established professional engineering standards incorporating AASHTO, Americans with Disabilities Act (ADA) guidelines and Vermont Agency of Transportation Design Standards.

(O) Contract Document Production – The Consultant shall prepare the contract documents to include all general and technical specifications and provisions that meet the standards and formats required of VTrans local transportation facility projects. Contracts documents will be clearly written and developed to a standard that allows for easy and efficient reference. Consultant will develop final unit quantity and cost estimates for all materials based on the 100% Design Plans and using VTrans material specifications.

(P) Contractor Procurement – The Consultant will conduct a Contractor procurement process with the general assistance of the MPM. The Consultant will advertise, respond to questions from Contractors, issue all addenda, conduct a project field tour, and secure the bids. With MPM guidance, the Consultant will perform an evaluation of the contractors, provide an analysis of the bid, and report those findings to VTrans and the Town. With Town concurrence and authorization, the Consultant will award a project bid and secure a final contract with signatures.

(2) Design Engineering Services During Construction

The Consultant will provide design engineering services during construction based on the final contract documents. The Consultant will not be required to provide construction inspection services. The tasks outlined below are the specific requirements.

(A) Project Coordination and Meetings – Consultant shall attend and participate in the pre-construction conference. Consultant shall be available to answer questions that may arise relative to the design of the project during construction and shall participate in decisions relative to field changes. It is anticipated most questions can be answered via the telephone or email. The Consultant will be required to visit the site, when requested by the MPM, to investigate and address specific design issues. The Consultant will attend the weekly construction meetings. Consultant will be required to participate in the project's final inspection tour and conference. The Consultant will assume 18 total meetings for the project manager (a combination of pre-construction meeting, field tours, weekly construction meetings, and final inspection meeting) with 2 additional meetings in contingency. Additional consultant personnel, beyond the project manager, are not required.

(B) Contract document edits and interpretations – The Consultant shall make the necessary design changes as required by unanticipated field conditions (Design changes which result from errors or omissions in the original contract documents will be performed at no additional cost). The Consultant shall be responsible for the review and approval of shop drawings for items requiring their submission on the project. The Consultant will be required to provide assistance to the Town in the installation and operation of technical or complex items required on the project. The Consultant shall submit as-built plans in hard copy and Adobe Acrobat and Microstation electronic formats.

Project Miscellanea:

Role of the Municipal Project Manager – The Hartford Town Manager has designated Chuck Wise from the Two-Rivers – Ottauquechee Regional Commission as the Municipal Project Manager (MPM). All work performed by the Consultant shall be reviewed and approved by the MPM under the direct guidance and supervision of the Town of Hartford. The MPM shall serve as the Consultant's primary contact and will also work to provide the Consultant with needed data or other materials and services as required to implement project tasks.

Consultant Qualifications – Landscape Architects (ASLA) and Professional Engineers (PE), well-versed in similar types of transportation projects, are equally preferred as project managers.

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. While subject to negotiation, please note that the MPM will seek an aggressive project development schedule that provides the Town with the earliest possible timeline for project construction. Construction funds are available for this project. Consultant's obligation for work shall terminate upon the finalizing of as-built project plans and the contractor's final pay request.

Review Process – A Consultant shall submit work products for review and evaluation by the MPM, Town, and VTrans. This process can and often will lead to requests for revisions and alterations to meet necessary (and often changing) state and federal standards. This iterative process of reviewing and revising depends wholly on the quality of Consultant product submissions and their ability to address engineering/policy standards. Consultants should accommodate for such a review process in their work scope and proposed budgets.

Budget – The project's construction budget is conceptually estimated to be approximately \$1,000,000.

Project Tour – Interested Consultants are invited to participate in a project tour. While its not a mandatory tour, familiarity with the project location and design specifics will be considered in the selection process. For interested Consultants, the first tour will be scheduled September 20, 2005 at 11am. The second tour will be scheduled the Friday before the proposal deadline on September 30, 2005 at 9am. The MPM will conduct both tours and respond to questions. Meeting notes will be prepared after each project tour and distributed via email to all interested consultants.

Project Files – Full project plans and survey shall be transferred to the selected Consultant at project commencement.

Construction Engineering Services – It is understood that construction could be 1-4 years away and that Consultant hours and costs may change. When necessary, the hours and costs estimated for this proposal will be compared to the project needs at the time of construction. If significantly different, negotiations will take place to establish a new limiting amount to the contract. If after negotiating with the original design consultant, it is found a mutually acceptable contract cannot be agreed upon, the Town reserves the right to terminate the contract then and negotiate with another Consultant to perform this work task.

Proposal format and selection process: Proposals will be text only using standard font size, margins, 8.5 X 11 page sizing. The format should be simple, direct, and concretely respond to the RFP. Proposals may be no more than 20 pages long (excluding the 1 page required budget attachment that remains separate from the proposal). The RFP's text may be cannibalized to assist Consultants in proposal development, especially the section where work scope has been articulated for the benefit of the Consultant. Additional information and clarifications based upon team experience is encouraged. The overall goal for this proposal format is three-fold: First, to simplify the process and thus reduce Consultant preparation time/costs. Second, to encourage proposal submissions that addresses this project with a minimum of extraneous boiler-plate or pictorial information. Third, to create a structure that standardizes proposal formats which is consistent for evaluative purposes while still allowing for the knowledge and creativity a Consultant can bring to the work.

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 relevant background of all project staff with equal detail given to personnel within

the firm and (if it occurs) sub-contract firms. (3) Scope of work summary based primarily upon the RFP language and/or a Consultant's amended work scope. (4) Hours/labor detailed to each work task and individual personnel using the supplied template. (5) Three references with contact information – references must be relevant to this project and represent work conducted by the proposed project manager (at least one reference) and the project team (at least one reference).

All 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 Hartford. This solicitation is in no way an obligation to award a full or partial contract.

Landscape Architects (ASLA) and Professional Engineers (PE), well-versed in similar types of transportation projects, are equally preferred in the project leadership role. Engineers, surveyors, planners, and other qualified personnel should be utilized as the tasks warrant. There are variables and a modest number of project unknowns that experienced Consultants will understand and proactively plan with contingencies. It is hoped that the fixed fee requirement shall motivate a concerted level of thought so that Consultant work scopes and budgets meet project needs and factor the contingencies.

The Selection Committee is comprised of 2 representatives from the Town of Hartford, 1 project abutter / business owner, 1 representative from the Regional Commission, and 1 representative from VTrans. The review team shall evaluate all proposals based on the following qualifications-based 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 specific project tasks. (3) General quality of proposal and demonstration of a well-summarized and coordinated submission that did not exceed the 20 page proposal limit. (4) Proven record of successful and timely completion of similar projects as represented by the firm's references and additional references as solicited by the MPM.

Interested Consultants shall submit an email with 2 electronic files: (1) MS Word file proposal and (1) MS Excel budget sheet to Chuck Wise (cwise@trorc.org). If a Consultant has concerns or difficulty complying with this request, please contact Chuck Wise. **Proposals will be received no later than 9:00am, Monday, October 3, 2005.** Proposals and/or modifications received after this time can not be accepted. Project questions can be directed to Chuck Wise only (cwise@trorc.org / 802.457.3188).

The MPM will notify consultants of the selection process no later than COB October 10, 2005. The MPM reserves the right to have interviews with the top three consultants should conditions warrant (although this is not anticipated at the present time).

**Hartford Roundabout Intersection Project STP 0113(59)S
Proposal Budget**

| | Staff/Title | Staff/Title | Staff/Title | Staff/Title | Staff/Title | Hours Per Task Total | Costs Per Task Total |
|--|---|-------------|-------------|-------------|-------------|-------------------------|-------------------------|
| Project Development | | | | | | | |
| A | Administration and management | | | | | 0 | \$0.00 |
| B | Project meetings | | | | | 0 | \$0.00 |
| C | Public materials production | | | | | 0 | \$0.00 |
| D | Project definition review | | | | | 0 | \$0.00 |
| E | Survey update | | | | | 0 | \$0.00 |
| F | Stormwater management | | | | | 0 | \$0.00 |
| G | 60% design plans and estimate | | | | | 0 | \$0.00 |
| H | Categorical exclusion | | | | | 0 | \$0.00 |
| I | Traffic control plan | | | | | 0 | \$0.00 |
| J | Right-of-Way | | | | | 0 | \$0.00 |
| K | Erosion prevention and sediment control | | | | | 0 | \$0.00 |
| L | Utilities permitting | | | | | 0 | \$0.00 |
| M | 85% design plans | | | | | 0 | \$0.00 |
| N | 100% design plans | | | | | 0 | \$0.00 |
| O | Contract document production | | | | | 0 | \$0.00 |
| P | Contractor procurement | | | | | 0 | \$0.00 |
| Construction Oversight Services | | | | | | | |
| A | Project coordination and meetings | | | | | 0 | \$0.00 |
| B | Contract document edits/interpretations | | | | | 0 | \$0.00 |

| | | | | | |
|-----------------------|--------|--------|--------|--------|--------|
| Hours Per Staff Total | 0 | 0 | 0 | 0 | 0 |
| Hourly Billing Rates | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Costs Per Staff Total | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| | |
|--------------------------------------|--------|
| Travel Time Costs (Hours + Mileage) | \$0.00 |
| Printing Costs (Plans and Documents) | \$0.00 |

TOTAL COSTS = \$0.00