



**Vermont Agency of Transportation**

219 North Main Street, Barre, VT 05641

<https://vtrans.vermont.gov/contact-us>

**Request for Letters of Interest  
CONTRACTOR INPUT DURING DESIGN (CIDD)**

**CHESTER BO 1442(39)**

<b>RLI Schedule</b>	<b>Deadlines</b>
Issue Date	03/28/2024
Deadline to Submit Questions	04/04/2024
State of VT Response to Questions	04/12/2024
Letter of Interest Due	04/25/2024, 3:00 PM (EST)
Notification to Shortlist	05/10/2024, 3:00PM (EST)
Anticipated Start Date	05/20/2024

**PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDA ASSOCIATED WITH THIS REQUEST FOR LETTERS OF INTEREST (RLI) WILL BE POSTED AT:** <https://vtrans.vermont.gov/contract-admin/construction-contracting/contractor-input-during-design>

*The State will make no attempt to contact interested parties with updated information. It is the responsibility of each party to periodically check the above webpage for any and all notifications, releases and addendums associated with this RLI.*

**STATE POINT OF CONTACT (POC):  
E-MAIL:**

**Angie Farrington**  
[Angie.Farrington@vermont.gov](mailto:Angie.Farrington@vermont.gov)

VTrans' POC is the only individual authorized to discuss this RLI and will only communicate with the Party's Authorized Representative. All communications with VTrans about this RLI shall be in writing via email. In order to be considered an official communication, the subject line of any email communication shall start with the Project Name and Number: CHESTER BO 1442(39).

1. **General Overview:** The Vermont Agency of Transportation is requesting Letter of Interests (LOI) from entities (Interested Parties) interested in becoming shortlisted to engage with the Vermont Agency of Transportation (VTrans) on the delivery of a new model-based digital project delivery method that replaces printed plans with a digital three-dimensional model of the proposed project. This is a unique opportunity for contractors to experience and prepare for future project opportunities with model-based platforms and to provide input on improving the transition to this delivery method. Following the project design phase, the project will be advertised, bid, and constructed as a traditional design-bid-build project. *It's important to note that only those who have become shortlisted and participate in the Contractor Input During Design (CIDD) Process will be eligible to bid on the project.*
2. **Project Description:** The project includes the removal of existing bridges 62 and 72 and construction of a new Bridge, 62. The project also includes realignment of Town Highways 18 and 78. Traffic will be maintained on the existing bridges during construction of the new Bridge 62 and associated roadwork. The project includes approximately 75 feet of new bridge and 1,900 feet of new roadway.
3. **Project Location (s):** The project is located in the Town of Chester in Windsor County on Town Highway 18 (Thompson Road) and Town Highway 78 (Jewett Road) over the Williams River. The project location is approximately 1.5 miles south of the intersection of VT Routes 10 and 103.
4. **CIDD Objectives:** Throughout the Final Design Phase of the project, VTrans will engage with those who have been selected to be shortlisted to provide input into the design process. VTrans objectives for the CIDD process coordination are:
  - a. Understand how construction contractors will use the model during the bid phase.
  - b. Understand how construction contractors will use the model for highway construction.
  - c. Understand how construction contractors will use the model for bridge construction.
  - d. Understand how suppliers and fabricators will use the model.
  - e. Understand contractor software compatibility and limitations with the model.
  - f. Finalize model detailing with contractor input.
  - g. Finalize model saved views with contractor input.
5. **CIDD Engagement Process:** VTrans is fully responsible for leading the design effort and expects to interact with those who have been shortlisted as described below. Meeting attendance is mandatory unless otherwise noted. Meeting durations are anticipated to be between 90 and 120 minutes and will be in person or virtually, per the discretion of VTrans. Please note that, throughout the engagement process, VTrans will provide access to the model through a website browser interface which would not require a software license of those who have been shortlisted.
  - a. Early 2024: Group meeting that provides an overview of the project model and extracting information. Agendas for subsequent meetings will also be established.
  - b. Spring 2024: One on One meeting to provide a detailed overview of the model and instruction on how to navigate through the model.
  - c. Spring 2024: One on One meeting that provides direct experience using the model and technical assistance.

- d. Summer 2024: One on One meeting to review subcontractor, fabricator, and material supplier needs with model use. Review of contractor quantity takeoffs from the model.
  - e. Fall 2024: Group meeting that includes responses to questions and comments and other information established by agenda. This meeting will also include a field exercise on-site in Chester.
  - f. Fall 2024: One on One meeting to review draft contract documents.
6. **Question and Answer Period:** Any interested parties requiring clarification or wishing to comment on any requirements of this RLI must submit questions in writing to the POC no later than the deadline for questions indicated on the first page of this RLI. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site outlined on the first page of this RLI.
7. **Shortlisting:** VTrans intends to shortlist responsive construction contractors to participate in the Contractor Input During Construction (CIDD) process. Shortlisting will be based on evaluation of each Interested Parties, Letter of Interest Criteria as outlined below in section 8. Letter of Interest Criteria & Evaluation.
8. **Letter of Interest Criteria & Evaluation:** The Agency will determine shortlisting for this project based on an evaluation of the submission of the Letter of Interest which must include the following. *Each criterion will be scored on a pass/fail basis with equal weighting.*
  - a. A statement that the interested party desires to be shortlisted to bid for the subject project.
  - b. A statement that the interested party commits to actively participate in the project engagement process.
  - c. Identification of a "Construction Model Manager" who will be an active participant in the Contractor Input During Design process and if successful in winning the bid for the project will be an active participant during the construction phase. Include a narrative about how the Construction Model Manager will be participating in bidding and construction. Discuss how the firm's organizational structure will support model based digital delivery and construction for this project.
  - d. Interested Party shall achieve Annual Prequalification to include the Bridge Construction Category with VTrans prior to submission of a LOI. LOI submission shall include proof of Annual Prequalification. For those who wish to achieve Annual Prequalification, please submit the log in request form using the [link](#) and complete the Annual Prequalification Questionnaire located in the iCX Web System as soon as possible. Please note if the interested party already has access to the iCX Web System and is annually prequalified in the Bridge Construction category please do not submit a log in request form.
9. **Submission:** Interested parties shall submit a Letter of Interest (PDF or Word) on company letterhead via email to the POC and by the due date set forth on the first page of this RLI. Such submission shall use the subject line "Contractor Input During Design – Chester BO 1442(39), LOI submission for (*Insert Interested party name*) and must include appropriate contact information and responses to items a-d outlined in section 8, Letter of Interest Criteria and Evaluation.

10. **Vermont Access to Public Records Act:** LOI submitted to VTrans become the property of VTrans and are subject to the disclosure requirements of the Vermont Access to Public Records Act (1 V.S.A. § 315 - 320) ("Act") including any and all related costs that may be charged and collected relevant to a request under the Act. Interested parties are advised to familiarize themselves with the Act and to take appropriate action to minimize the risk. Interested parties may also be subject to [Freedom of Information Act \(FOIA\)](#). Federal agencies are required to disclose any information requested under the FOIA unless it falls under one of nine exemptions which protect interests such as personal privacy, national security, and law enforcement. In no event shall the State, the Secretary, or VTrans be liable for the disclosure of all or a portion of a LOI submitted to VTrans.
  
11. **Appeal:** If interested parties are aggrieved by the proposed shortlist the interested party may appeal in writing to the Chief of Contract Administration (*please following the link to receive contact information: <https://vtrans.vermont.gov/contract-admin>*). The appeal must be postmarked within fourteen (14) calendar days following the date of the notification of the shortlist outlined on the first page of this RLI. At a minimum the appeal shall include the following: Name, telephone number, and address of the interest party; The specific legal and/or factual errors that the interested party alleges were made by the Agency in determining that the interested party was unsuccessful.