#### PROJECT NAME AND NUMBER

#### Request for Proposal

#### Construction Inspection

#### At-the-Ready Consultant Services

Town of XXXX, Vermont

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

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

1. INTRODUCTION

The Town of XXXX, Vermont, herein after referred to as the Municipality, is soliciting Construction Inspection Services for the above referenced project. Construction includes, but is not limited to, the following:

*Provide description of construction work here.*

The project is locally managed by XXXX, Municipal Project Manager (MPM). The owner of the project is the Town of XXX and the ultimate authority for the construction inspection services consultant during the project rests with the Town of XXX Selectboard, through its Municipal Project Manager.

The municipality has contracted with NAME (Design Engineer) to provide engineering support services during the construction phase.

The project is being developed through the Municipal Assistance Section (MAS) of the Vermont Agency of Transportation (VTrans). One requirement of locally managed federal-aid projects is that the municipality provides the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. This RFP seeks to hire a consultant that can provide these services to the Town of XXXX.

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

Final plans for this project are available for viewing at the XXXX Town Offices, ## XX Street, XXXX. The Town Office is open Monday through Friday, xx:xx am to xx:xx pm. Call the MPM at (XXX) XXX-XXXX to schedule an alternate day if these times are not possible. Final plans may be purchased from NAME at a cost of $XX per set. Please call NAME at (XXX) XXX-XXXX to request these plans. The selected Construction and Inspection individual or firm will be provided a copy of the Contract Documents and the Construction Plans at no charge.

All Work will be accomplished in accordance with the following:

* Current MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website (<https://vtrans.vermont.gov/highway/local-projects>)
* Specifications for Contractor Services (found on the VTrans MAS website)
* VTrans Construction Manual
* VTrans Route Survey Manual
* VTrans Quality Assurance Program
* VTrans Materials Sampling Manual
* VTrans Approved Products List
* VTrans List of Materials with Advance Certification
* Manual of Uniform Traffic Control Devices
* VTrans Standard Specifications for Construction 2018
* VTrans General Special Provisions for 2018 Standard Specifications
* VTrans Supplemental Specifications
* Project Special Provisions
* VTrans Work Zone Safety & Mobility Policy and Guidance document

It is anticipated that the project will be advertised on **DATE**. The award of construction contract is anticipated within four to six weeks of advertisement. The construction is scheduled to be completed by **DATE.**

###### SCOPE OF WORK

The consultant hired to perform these services should be qualified to perform a variety of inspection, record keeping and construction engineering activities including, but not limited to:

**Task 1: Administration**

1. Act as the primary contact person representing the Town of XXX on the project. The consultant will be responsible for contacting the Design Engineer, the MPM and the VTrans MAS Representative to resolve any design related issues that may arise during construction.
2. Maintain communication with the MPM on a regular basis.
3. Coordinate with the Municipality, Design Engineer, VTrans and the Construction Contractor(s).
4. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
5. Attendance at a pre-bid conference at the Municipalities request, if applicable. Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job-related meetings.
6. Make sure contractor contacts Dig-Safe.
7. Preparation of Daily Reports, including documentation of pay item quantities.
8. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the MPM, Design Engineer, State or Federal representatives, and Municipal representatives.
9. Accompany the MPM, Design Engineer, State or Federal representatives and Municipal representatives on visits to the project.
10. Participate once every two weeks in regularly scheduled Construction Status meetings with the Contractor, MPM, Design Engineer, State or Federal representatives and Municipal representatives.
11. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM and the Design Engineer.
12. Calculation and verification of the final contract quantities.
13. Review and submit to the Town, or the Design Engineer if required by the Town, any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents. Review and prepare any change orders required for the project, including coordination with the contractor, municipality and design consultant if needed. Change orders will include the preparation of an independent cost estimate for items of work that were not included in the original contract unit prices.
14. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
15. Prepare a Contractors progress payment estimate on a bi-weekly basis.
16. Issue a Certificate of Substantial Completion at the appropriate time.
17. Provide certification to the Municipality and VTrans that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

**Task 2: Construction Inspection**

1. Maintain a presence on the project during times when contractor and subcontractor activities are underway.
2. Check that the contractor complies with all construction contract requirements, Town of XXX permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer’s authority as provided in the contract documents and report immediately any deviations to the MPM.
3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation’s Environmental Section.
4. Tracking of utility relocation and plotting of final facility locations on the final as-built plans (if any).
5. Erosion control monitoring in accordance with applicable permits.
6. Review and verify traffic control activities.
7. Development of final as-built plans by marking up a set of contract plans.
8. Check that completed work complies with the plans and specifications and is true to line and grade.
9. Wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.
10. Provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.
11. Be familiar with the most recent edition of the [Work Zone Safety & Mobility Policy and Guidance](https://vtrans.vermont.gov/sites/aot/files/highway/documents/workzone/Work%20Zone%20Safety%20and%20Mobility%20Policy%20and%20Guidance.pdf) document.
12. Discuss final Traffic Management Plan (TMP) checklist and any final detailed TMP components at the pre-construction conference.
13. Be responsible for verifying that traffic control devices and measures are in place and consistent with the TMP checklist, special provisions, temporary traffic control (TTC) plan along with documenting any routine reviews in the Daily Work Report (DWR).
14. Coordinate on-site Work Zone Safety and Mobility reviews periodically throughout the project. Any modifications agreed to during any coordinated on-site review shall be documented by the RE/CI in the Daily Work Report.
15. At project completion, complete a project Work Zone Safety and Mobility review using the Closeout Report and submit this report to the municipality and VTrans.
16. Inspect work completed at such time as the contractor may claim substantial completion, with a contractor’s representative, and issue a list of items to be corrected or completed.

Please note that a field office will/will not be provided.

*THIS PARAGRAPH IS OPTIONAL: Some Consultants will work out of their vehicles on small projects. Larger construction projects may provide a field office as part of the construction bid items. Otherwise the Municipality could say:* The Construction Inspection contractor will have a dedicated space within the Municipality and close by the project, in which to house the files, equipment, and workspace needed to carry out the responsibilities described herein. The Municipality will make space available at a location close to the project at no charge. Rental of space will not be allowed as an expense under this project.

**Task 3: Materials and Equipment Inspection and Testing**

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation; ensuring that the independent laboratory is performing preliminary process control tests on material samples in accordance with Inspection Level ? of VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) to ensure continued quality in the work. Review the test reports and certificates and forward to the MPM for decision on acceptability.
2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
3. Record materials certifications in accordance with VTrans procedures.

*(#4 below is optional. The Town could obtain an independent qualified lab themselves)*

1. The selected Construction Inspection Consultant is responsible for the required acceptance testing by an independent qualified laboratory. This includes hiring an independent qualified laboratory. List of qualified labs can be found at <https://vtrans.vermont.gov/highway/construct-material/test-cert>.

**Task 4: Ensure that the contractor is in compliance with EEO/Contractor and Labor Compliance requirements on FHWA funded projects**

1. This will include review of certified payrolls, conducting interviews with a sampling of contractor/sub-contractor employees, collecting information regarding conformance with prompt pay requirements, coordinating with the VTrans Civil Rights section as necessary, and following up with contractors regarding any corrective actions.
2. Information on the Civil Rights requirements can be found at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/CivilRights.aspx>

###### RESPONSE FORMAT

Responses to this RFP shall consist of a Proposal with both technical and cost sections being submitted in one sealed envelope.

The proposal shall include:

1. A cover letter expressing the firm’s interest in working with the TOWN of XXXX including identification of the principal individuals that will provide oversight of the requested services.
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.
3. A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task and a summary of estimated labor hours by task.
4. A list of individuals that will be committed to this project and their professional qualifications including the names and qualifications of any sub-consultants. The individual’s names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the MPM prior to utilization or invoicing.
5. 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.
6. A 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.

Please note that the proposal should be limited to a total of 15 pages.

###### CONSULTANT SELECTION

The Selection Committee includes *(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) 828-2386, (800) 439-8683; [Vermont Relay Service](https://vermontrelay.com/) – 711. 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 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.