

## **INVITATION TO BID**

### **“LVRT Improvement Project” – Town of Hardwick**

#### **Engineering Design Services for**

#### **Improvements to Portions of the Lamoille Valley Rail Trail**

#### **Bids due to the Town of Hardwick Town Manager’s office**

**by Wednesday June 26, 2019 at 3:30 pm**

**PLEASE NOTE: deadline for plans by selected contractor amended to July 31.**

#### **I. Project Background –**

In the interest of continuing development of the Lamoille Valley Rail Trail (LVRT) the Town of Hardwick is seeking engineering design services for a project to improve the surface of the trail for walking/riding.

The services being sought are to provide design plans to The Town of Hardwick for trail construction to include: improvements of drainage, culvert and washout repair, related vegetation clearing, cattle pass repair and or replacement, and recondition / resurfacing of existing railroad bed (general location identified by the Town as segment 4 & 5). Engineering design services specifically covering LVRT trail corridor from the East side of Slapp Hill Road in Hardwick Village and heading East approximately 2 miles to intersection with Pumpkin Lane. The designs being sought will NOT include any work related to bridge re-decking/railing installation as this work is being completed via another project. For the section noted above, the train rails and ties have been removed and the trail path has been cleared of vegetation enough to easily pass on foot and with construction equipment.

This improvement project is being funded in part by a VT USDA Community Facilities Program Grant. The Grant is expected to cover a portion of total LVRT improvement costs in the Town of Hardwick. Given the use of various funding (federal, state, and local) the project may be subject to design specifications, oversight and guidance per VTrans and VAST. Shaun Fielder, Town Manager, is the lead contact for this RFP request.

The LVRT project is supported by years of previous design and construction work that has been completed on many other sections across its entire length. Basic conceptual plans, assessment information from 2010, and construction typical schematics for the trail, ditches, bridge decking, etc. from 2018 are resources available. The right-of-way for the project has been secured.

The selected Contractor will be expected to provide the design plans to the Town no later than July 31, 2019 (construction for noted section anticipated for second half of 2019). Bidders should indicate if they can complete the design services prior to the July 31, 2019 date.

The contact and administrative support for this request for proposals is Shaun Fielder, Town Manager, Town of Hardwick. (802)-472-6120. Email [shaun.fielder@hardwickvt.org](mailto:shaun.fielder@hardwickvt.org)

#### **II. RESPONSE FORMAT**

RFP submissions shall be provided in a sealed envelope (more details in in Section IV following) and are due by **Wednesday, June 26, 2019 at 3:30 pm.**

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town of Hardwick to provide the requested services and ability to meet noted timelines with total price and unit price information.
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. Bid needs to clearly indicate that the timelines as specified above can be met.
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 – 7 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

B.) 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.

### **III. BID OPENING AND CONSULTANT SELECTION**

The bid opening is scheduled for Thursday, June 27, 2019 at 9:00 A.M. at the Memorial Room of the Town Offices at 20 Church Street, Hardwick, VT.

Following the bid opening, the consultant selection will be made by a committee that includes Town of Hardwick representatives. The proposals will be evaluated considering the following weighted criteria:

Criteria	Maximum Weighted		
	<u>Weight</u>	<u>Points</u>	<u>Total</u>
1. Understanding the Scope of Work	5	5	25
2. Knowledge of Project Area	2	5	10
3. Qualifications/Experience of Proposed Staff	3	5	15
4. Availability of Technical Disciplines	2	5	10
5. Past Performance on Similar Projects	5	5	25
6. Reasonableness of proposed schedule and labor hour / cost estimates	3	5	15

The selection committee may elect to interview consultants prior to final selection.

The committee anticipates making a final selection for the contract services on or about June 28, 2019.

#### **IV. SUBMISSIONS**

Consultants interested in this project should submit four (4) copies of their proposal to:

***Town of Hardwick  
Attention: Shaun Fielder, Town Manager  
PO Box 523  
Hardwick, VT 05843***

Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside

1. Name and address of primary consultant
2. Due date / time of the RFP – June 26, 2019, 3:30 P.M.
3. Project name - LVRT Improvement Project - Engineering Design Services.

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended. Disadvantaged Business Enterprises (DBE) and Woman Business Enterprises (WBE) are encouraged to provide a bid.

Questions about this request for proposals should be directed to ***Shaun Fielder*** at:

**Town of Hardwick**  
**Telephone:** (802) 472-6120  
**E-mail:** [shaun.fielder@hardwickvt.org](mailto:shaun.fielder@hardwickvt.org)

All proposals must be received by the Town no later than 3:30 P.M. on June 26, 2019. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

All proposals upon submission become the property of the *Town of Hardwick*. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The *Town of Hardwick* reserves the right to reject any or all proposals 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 Hardwick*. This solicitation in no way obligates the *Town of Hardwick* to award a contract.

Interested bidders are welcome to walk the section of trail noted in this bid document prior to the proposal deadline. Maps of the area planned for improvement are included in the pages following and if additional information is needed, please contact Shaun Fielder (Town Manager, Town of Hardwick).

## **VI. Contracting**

The Consultant will be required to enter into a Standard Contract for Services with the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to *the Town of Hardwick* Select Board, PO Box 523, Hardwick, VT 05843. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Select Board is final.

The Town reserves the right to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This Request for Proposals in no way obligates the Town to award a contract.

## **VII. Scope of Work**

### **Design Plans –**

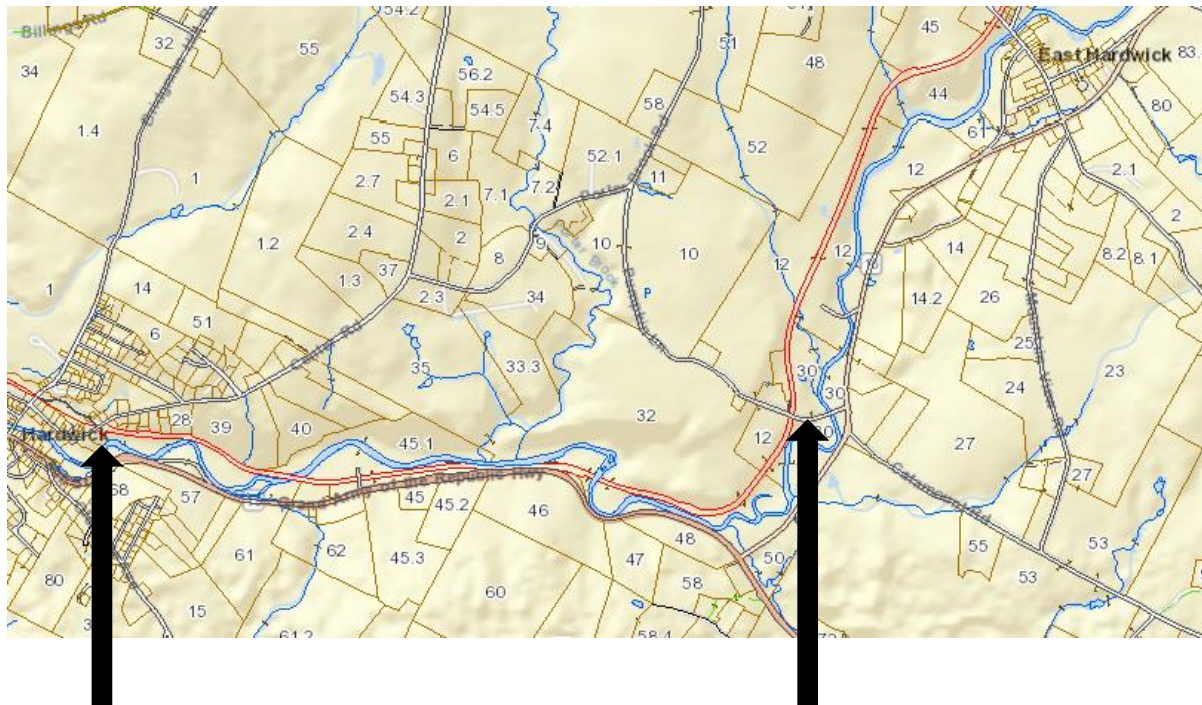
The selected Contractor will provide design plan details for infrastructure as follows:

- Culverts. Fifteen total; small diameter metal and 3' x 3' foot stone box type. Stone box type to be repaired to original designed condition (cleaning inlet/outlets for proper drainage anticipate some vegetation clearing).
- Cattlepass. One with replacement of stringers, install curb, and guard rails needed. Option to eliminate existing cattle pass by removal and filling area as allowed to be provided as part of design plans.
- Washout. One washout; to be repaired with backfill from ditch cleaning and trail surface material.
- Culverts to be repaired would be to original technique / condition. There are a number of culverts (total of 15).

- Reclamation / resurfacing intended for entire section between Slapp Hill Road and Pumpkin Lane. See Attachment A for map of general area. Total linear feet per station information noted in the conceptual train plan is 9,900 feet.

Maps showing the area where the improvements will take place are shown in Attachment B. The source of this information is, “Lamoille Valley Rail Trail St. Johnsbury to Swanton, VT – Conceptual Trail Plan – January 28, 2011, Exhibit 21.”

Attachment A. Map of general area (LVRT appears as redline double line).



Intersection with Slapp Hill

Intersection of Pumpkin Lane

Attachment B. Source of information: "Lamoille Valley Rail Trail St. Johnsbury to Swanton, VT – Conceptual Trail Plan. January 28, 2011. VHB Vanasse Hangen Bruslin, Inc."

