

Request for Proposal (RFP) for Engineering, Design and Construction Administration of a Bridge/Box Culvert Structure spanning Porter Brook on Hardwick Farms Rd in Hardwick, VT.

Issue Date: July 15, 2024

Proposal Due Date: July 29, 2024

1. Introduction

The Town of Hardwick, VT, is seeking proposals from qualified engineering firms for the design engineering and construction administration of a new bridge/culvert structure on Hardwick Farms Road spanning Porter Brook. The project aims to replace and upsize the existing crossing damaged in the July 2023 & July 2024 Flood.

2. Project Description

The project involves the engineering and design of a bridge structure over Porter Brook in Hardwick, VT. The selected firm will be responsible for all aspects of bridge design, including site assessments, environmental impact studies, structural engineering, preparation of construction documents and construction administration.

3. Scope of Work

3.1 Preliminary Assessment

- **Site Survey:** Conduct a detailed site survey, including topographical and geotechnical assessments.
- **Environmental Review:** Perform an environmental impact assessment and obtain necessary permits.

3.2 Design and Engineering

- **Conceptual Design:** Develop preliminary bridge design concepts for review and approval.
- **Final Design:** Create detailed engineering plans and specifications for the bridge structure, including abutments, deck, railings, and approach roads.
- **Load Analysis:** Perform structural load calculations to ensure the bridge meets all relevant safety and performance standards.
- **Hydraulic Analysis:** Follow guidance of hydraulic study provided by the State of Vermont to assess the impact on Porter Brook and ensure adequate water flow.

3.3 Documentation and Permitting

- **Construction Documents:** Prepare detailed construction drawings and specifications.
- **Permitting:** Assist the Town of Hardwick in obtaining all necessary permits and approvals.
- **Bid Documents:** Develop bid documents for the construction phase of the project.

3.4 Support During Construction

- **Construction Oversight:** Provide engineering support and oversight during the construction phase to ensure compliance with design specifications.
- **Inspections:** Conduct periodic site inspections and provide reports on construction progress and quality.

4. Proposal Submission Requirements

Interested firms must submit the following:

1. **Cover Letter:** Brief introduction, including the firm's name, address, and contact information.
2. **Company Profile:** Overview of the firm, including years in business, experience with similar projects, and relevant certifications.
3. **Project Approach:** Detailed description of the proposed approach to the project, including methodology and timeline.
4. **Team Composition:** Resumes and qualifications of key personnel assigned to the project.
5. **Relevant Experience:** Examples of similar bridge design projects completed by the firm, including client references.
6. **Cost Proposal:** Detailed breakdown of costs, including design fees, travel expenses, and any other charges.
7. **Insurance and Licenses:** Proof of insurance coverage and necessary licenses to perform the work in Vermont.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications:** Relevant experience and expertise in bridge design and engineering.
2. **Project Approach:** Feasibility and comprehensiveness of the proposed project approach.
3. **Team Composition:** Qualifications and experience of key personnel.
4. **Cost Proposal:** Competitiveness and transparency of the cost proposal.
5. **References:** Positive feedback from previous clients.

6. Timeline

- **RFP Issuance Date:** July 15, 2024
- **Pre-Bid Meeting (if applicable):** N/A

- **Bid Submission Deadline:** 7/29/2024
- **Evaluation and Selection:** 7/29/2024-8/1/2024
- **Project Start Date:** As soon as reasonably possible
- **Project Completion Date:** Ready for 2025 Construction Season or before.

7. Submission Instructions

Proposals must be submitted in a sealed envelope marked “RFP for Bridge Design Over Porter Brook Road” and delivered to:

Town of Hardwick

20 Church Street

PO Box 523

Hardwick, VT, 05843

Proposals must be received no later than 1:00pm on July 29, 2024 (Late submissions will not be considered.)

8. Questions and Clarifications

All inquiries regarding this RFP should be directed to:

David Upson
Town Manager
david.upson@hardwickvt.gov
802-472-6120

Questions must be submitted by July 22, 2024 COB. Responses will be posted on Town of Hardwick’s website.

9. General Conditions

- The Town of Hardwick reserves the right to reject any or all proposals and to waive any irregularities or informalities in the bidding process.
 - This RFP does not obligate the Town of Hardwick to award a contract.
 - Costs incurred by the bidder in the preparation of the proposal shall be the sole responsibility of the bidder.
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Contact Information:

Town of Hardwick

David Upson
Town Manager

PO Box 523
Hardwick, VT, ZIP Code
david.upson@hardwickvt.gov
802-472-6120

Attachments:

- Detailed site plans and existing bridge evaluation report (to be provided to the selected firm).
- Technical specifications and standards for bridge design.
- Sample contract agreement.