



Village of Johnson

Request for Proposals for Engineering & Design Services

To support

Pearl Street Sidewalk Reconstruction Project - STP BP18 (23)

I. Project Background –

In the interest of pedestrian safety, enhanced mobility and access, better stormwater management, and aesthetic improvements, the Village of Johnson, with funding through the Vermont Agency of Transportation (VTrans), intends to reconstruct the sidewalks and other associated infrastructure on Pearl Street/Clay Hill in the Village in 2019. **To support this project, the Village seeks the services of a qualified engineer or designer to draft a full set of plans which the Village can use to solicit construction bids.** The Village wishes to go out to bid for the construction of the sidewalk project in March 2019, so time is of the essence regarding the development of project plans.

The project includes the reconstruction of the sidewalks along Pearl Street beyond (north of) the Pearl Street bridge on the west side of the road and the reconstruction of the sidewalks north of School Street on the east side of the road. The asphalt sidewalks will be replaced with concrete and widened to five feet. Concrete curbing will be added on the east side of Pearl Street and on the west side of Pearl Street from just past the bridge (where curbing current ends) to the School Street intersection. Detectable warning plates will be added to the entrances to the crosswalk at School Street. The green strip on the east side of Pearl Street, which is currently filled in with pavement, will be restored and grass will be planted. Additional green space will be added between the curb and the sidewalk on the west side of the road south of School Street. This project will complement sidewalk improvements made on School Street east of George Hill Road, which were completed in 2016/2017. See attached site plan.

The construction portion of the project is being funded by a state-funded (i.e. no Federal funds) Small Scale Project grant through the State's Bicycle & Pedestrian Program. The grant covers 50% of the construction costs (all State funds), with the other 50% of construction costs covered by Village funds. **The Village will be responsible for 100% of the engineering/design costs covered by this RFP.**

The lead local contact and administrative support for the project is Meredith Birkett, Village of Johnson, PO Box 603, Johnson, VT 05656, (802) 635-2611 or email vojmanager@townofjohnson.com

III. RESPONSE FORMAT

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 Village of Johnson including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project and the scope of work outlined below.
3. A description of the deliverables you will provide at the conclusion of your work.
4. A summary of estimated labor hours by task 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.
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 – 5 should be limited to a total of 5 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.

IV. CONSULTANT SELECTION

The consultant selection will be made by the Village of Johnson in consultation between the Village Manager, Water & Light Foreman, Village Clerk, and Board of Trustees. The proposal will be evaluated using the following criteria:

Criteria	Points
1. Qualifications/Experience of Proposed Staff	25
2. Past Performance on Similar Projects	15
3. Reasonableness of Proposed Schedule	25

The Village may elect to interview consultants prior to final selection and may select any proposal that it deems in the best interest of the Village.

V. SUBMISSIONS

Consultants interested in this project should submit an electronic copy in PDF format of their proposal to the Village Manager, Meredith Birkett, via email at vojmanager@townofjohnson.com. The emailed proposal should include one PDF file for the technical proposal and one PDF file for the cost proposal, as outlined Section III above.

Note: Electronic (PDF) submissions via email are required, no paper submissions will be accepted.

Questions can be directed to Meredith Birkett at:
Phone (802) 635-2611
E-mail: vojmanager@townofjohnson.com

All proposals must be received by the Village no later than 5:00 PM on Friday, February 8, 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 Village of Johnson. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Village of Johnson 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 Village. This solicitation in no way obligates the Village to award a contract.

VI. 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, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain General Liability Insurance Coverage with a minimum of \$1,000,000 per occurrence as well as Vehicle Liability Insurance in the amount of \$1,000,000 per accident and \$1,000,000 uninsured/underinsured motorists coverage for all vehicles used in conjunction with this project. The certificate of insurance coverage shall be documented on forms acceptable to the Village.

If the award of the contract aggrieves any firms, they may appeal in writing to the Village of Johnson, PO Box 603, Johnson, VT 05656. 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 Village Board of Trustees is final.

VII. Scope of Work

- 1) **Project Kick-Off/Site Visit** - The consultant will convene a project kick-off meeting to discuss the goals and objectives of the Village and become familiar with the project site. The Consultant will discuss the project schedule and arrange to collect all information relevant to the project, including all existing project files, underground utility information, tax maps of the affected properties, etc. The consultant will coordinate and schedule this meeting and take notes to document the discussions and decisions made and to distribute to parties of interest.
- 2) **Topographic Survey & Base Mapping** –
 - a) **Right-of-Way:** The consultant is to develop a base map that shows the approximate limits of the existing Right-of-Way. The Village will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the property lines and owners within the project limits. This right of way and property information will be compiled and presented on the plans.
 - b) **Utility Location:** The consultant shall identify all existing overhead and underground utilities that may be affected by project construction and depict their location on project plans.
- 3) **Project Plans & Technical Specifications** - The consultant will prepare Project Plans, which will indicate the existing topography and other base information, and illustrate the proposed work. The design will be in accordance with the Vermont Pedestrian and Bicycle Facility Planning and Design Manual, 2018 VTrans Standard Specifications for Construction, the current editions of the Vermont State Standards, the Public Rights of Way Accessibility Guidance issued by the US Access Board, and the most recent edition of the Manual on Uniform Traffic Control Devices. Identified rights-of-ways, utilities, natural and cultural resources, and other features affecting the design will be indicated on the plans.

The Project Plans are anticipated to consist of:

- Title Page
- Layout Sheets showing existing and proposed features
- Preliminary profiles
- Approximate right of way lines and construction limits (consultant shall provide supporting information addressing how right of way limits were determined)
- Typical Sections for the proposed improvements
- Cross Sections
- Sufficient detail and documentation to meet Title 22 (Historic and Archeological Review Submittal) requirements.

Together, these drawings illustrate the information necessary to define the project and will include information such as:

- Roadway, sidewalk and/or path design (Cross Slope, material type, and Thickness)
- New or modified subsurface drainage
- Limits of Construction
- Pavement Markings and signs
- Conceptual Traffic Control (at a minimum, plans shall reference VTrans standard drawings or Typical Applications from the MUTCD that illustrate how work zone traffic will be addressed)

The consultant will submit two full size copies of the Project Plans, specifications and bid documents to the Village, along with one set of complete contract documents in PDF format.

- 4) **Construction Bid Package** - Once the Project Plans are complete, the Consultant will be responsible for assembling the Construction Bid Package. The complete Construction Bid Package will include all of the following items:
 - Complete Project (100%) plans.
 - Construction cost estimate (for Village use).
 - Final utility relocations, clearances, and special provisions (if any).
 - Right-of-way clearances and special agreements.
 - Construction special provisions.
 - All necessary permits acquired and conditions noted.
 - Construction Contract specifications.
 - Bid Documents including instructions to bidders, bid form and all required federal documents (**Note: VTrans has developed a bid document template that should be used as a starting point.**)
- 5) **Bid Process** - The Consultant will be available during the bidding process to answer any technical questions about the project design. Once bids are opened, the consultant will confirm that all required components of the bid have been submitted. The consultant will conduct an analysis of the bids and will provide a recommendation to the Village and VTrans on award of the contract after review of the bids.
- 6) **Limited Future Assistance** - The Consultant will provide limited assistance during the construction phase, primarily to answer any design questions that come up. The consultant will also review any required shop drawing submittals. It is anticipated that two or three visits to the project site during construction will be required.

