



**SOUTHERN WINDSOR COUNTY
REGIONAL PLANNING COMMISSION**

Ascutney Professional Building, Route 5
Post Office Box 320, Ascutney, VT 05030
802 674-9201 / fax 802 674-5711
www.swcrpc.org

Request for Proposals for Engineering Services Ludlow Economic Resiliency Plan: Dean R. Brown Industrial Park

Contact: Jason Rasmussen
Date of Issue: July 27, 2016
RFP Questions: 4:00 PM; August 11, 2016
Proposal Deadline: 4:00 PM; August 18, 2016

I. INTRODUCTION

The Town of Ludlow has received funding through the Vermont Community Development Block Grant Disaster Recovery Program to complete activities aimed at improving the prospects of attracting new businesses to Ludlow and to help recover from Tropical Storm Irene and improve its economic resiliency. The Town is seeking assistance from qualified firms to provide preliminary engineering and design services to evaluate expanding the infrastructure at the existing Industrial Park in order to allow access to a currently undeveloped 20 acre section of the park. The Dean R. Brown Jr. Industrial Park is located within the Industrial District, south of the Village of Ludlow, and is currently home to LaValley Building Supply (approximately 19,480 square feet, not including lumber sheds) and JELD-WEN Windows and Doors (approximately 73,920 square feet). The attached map show the project area. A description of the applicable standards, tasks and products is detailed below.

II. SCOPE OF WORK

The minimum scope of work for this project will consist of the following:

A.) **Preliminary Engineering Services** – The consultant will evaluate the site and develop preliminary site development plans, including:

1. Water and sewer infrastructure extensions;
2. Bridge crossing of the Soapstone Brook;
3. Layout of access roads and parking areas;
4. Stormwater collection and treatment;
5. Wetland delineation; and,
6. Assessment of flood hazard and river corridor constraints and a review of other potential environmental impacts.

B.) **Preliminary Engineering Report** – The consultant will develop a preliminary engineering report, which will consist of a consolidation of all relevant information and it will detail project findings. This report will include

the following information:

1. An analysis of project alternatives, including a summary of all options considered and identification of the preferred alternative;
2. Review of permits required for each project alternative;
3. Generalized cost estimates for each alternative, and more detailed cost estimates for the preferred alternative;
4. Preliminary site development plans and exhibits for the preferred alternative; and,
5. Recommendations and schedule of tasks required to advance the project through construction.

C.) **Project Coordination** – The consultant will meeting with Town staff, regional planning commission staff, and Ludlow Economic Corporation representatives, including:

1. Project kick-off meeting to clarify project objectives, timelines and deliverables; and,
2. Project alternatives meeting to discuss the project options, discuss recommendations, and identify a preferred alternative.

III. STANDARDS AND DELIVERABLES

A.) All preliminary engineering services and plans will be consistent with applicable federal, state or town standards and specifications.

B.) The consultant will provide the Town with five (5) hard copies (paper) and one digital format (PDF) of the draft and final reports. All visuals, presentation materials, and maps should be provided in both hard copy (paper) and digital format (e.g. GIS shapefile, CADD).

C.) All applicable terms of Grant Agreement DR-PG-2012-Ludlow-00033 between the Town of Ludlow and the Vermont Agency of Commerce and Community Development shall apply.

D.) The consultant selected might be awarded an agreement to provide engineering services during construction.

IV. 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 Town 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, 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.
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, any sample visuals or presentation materials developed for the project and a contact name and address for reference.
8. A representative work sample similar to the type of work being requested.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

B.) 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.

V. CONTRACT PERIOD

A consultant will be selected on or about September 5, 2016. All work on the project must be completed by December 15, 2016.

VI. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes Ludlow's Municipal Manager, a representative from the regional planning commission, and a representative from Ludlow Economic Corporation. The selection committee will review and evaluate all proposals based on the following criteria:

1. Understanding of the project, knowledge of the project area, insights into local conditions and potential issues: 30 Points;
2. Qualifications and experience of proposed staff: 20 Points;
3. Reasonableness of proposed costs/labor by task: 20 Points;
4. Ability to meet schedules and budget: 10 Points;
5. Submission of a complete proposal with all elements required by the RFP: 10 Points;
6. Past performance on similar projects: 10 Points.

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

VII. SUBMISSIONS

Consultants interested in this project should submit three (3) copies of their proposal to:

Jason Rasmussen
Southern Windsor County Regional Planning Commission
PO Box 320
Ascutney Professional Building, US Route 5
Ascutney, VT 05030

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 prime consultant
2. Due date and time
3. Envelope contents (technical proposal or cost proposal)
4. Project name: Ludlow Economic Resiliency Plan

Questions about the project should be directed to Jason Rasmussen (SWCRPC) at the above address or at:

Telephone: (802) 674-9201
E-mail: jrasmussen@swcrpc.org

All questions regarding this RFP are due no later than 4:00 PM on Thursday, August 11, 2016.

All proposals must be received no later than 4:00 PM on Thursday, August 18, 2016. Proposals and/or modifications received after this time will not be accepted or reviewed. No email or facsimile-machine produced proposals will be accepted.

Qualified disadvantaged (DBE) and women (WBE) businesses are encouraged to submit proposals.

All proposals upon submission become the property of the Town of Ludlow. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town of Ludlow 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 Town of Ludlow. This solicitation in no way obligates the Town of Ludlow to award a contract.



LEGEND

- Waterbody
- Stream
- Parcels (where available)
- Town Boundary

1: 3,887
July 22, 2016

NOTES

Map created using ANR's Natural Resources Atlas

197.0 0 98.00 197.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 324 Ft. 1cm = 39 Meters
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