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Request for Proposals for Engineering Services Commonwealth Avenue Drainage Project

Contact: Allison Hopkins
Date of Issue: August 12, 2016
RFP Questions: 4:00 PM; August 25, 2016
Proposal Deadline: 3:00 PM; August 31, 2016

I. INTRODUCTION

The Town of Ludlow has received funding through the Hazard Mitigation Grant Program (HMGP) to complete activities aimed at increasing flow capacity, provide a more natural stream environment, and reduce jamming potential due to ice flow and high water events. The Town is seeking assistance from qualified firms to provide engineering services to complete the Commonwealth Avenue Drainage Project in accordance with the HMGP grant agreement between the Town of Ludlow and the Vermont Department of Public Safety. The attachments include a map of the project area. A description of the scope of work, 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.) **Project Coordination** – The consultant will meet with municipal and regional planning commission staff, including:

1. Project kick-off meeting to clarify project objectives, timelines and deliverables; and,
2. Coordinate and communicate with Town staff on a regular basis through on-site meetings or conference calls.

B.) **Engineering Services** – The consultant will develop final design plans and bid documentation for the successful completion of the Commonwealth Avenue Drainage Project. The consultant will also assist the municipality with obtaining all necessary permits and right-of-way clearances needed for this project. All work performed by the consultant shall be in accordance with all the applicable standards (see Section III). The anticipated elements of this project include, but may not be limited to, the following summary:

1. The Commonwealth Avenue Drainage project includes the removal and upgrade replacement of the existing metal culvert, the removal and upgrade replacement of the existing concrete bridge including abutments and,

the removal of metal and concrete retaining walls on the existing channel between the culvert outlet and the Black River and replacing with stone armored and vegetated sloped embankments, and all incidental work associated with these improvements.

2. The existing culvert removal and replacement is approximately 500 feet long beginning at the inlet behind the property 8 Commonwealth Avenue and ending at the outlet behind the property 80 Main Street. The culvert has several drop inlet structures at points along Commonwealth Ave and Main Street (Route 103). The culvert crosses both of these paved roadways; significant construction costs for the removal and replacement include pavement removal, traffic control, and stream diversion. The existing culvert to be removed is described below as a 3'-0" x 5' -0" metal pipe arch culvert. The proposed culvert has been designed to meet the Q 100 stream flow as a 10'-0" span x 4'-0" rise precast concrete box culvert.
3. The existing Meadow Street Bridge is a concrete slab bridge with concrete abutments spanning 6'-0" with a 4'-0" clearance above the stream bed. The bridge needs to meet the upstream improved structure size which has been described above as 10'-0" x 4'-0" waterway area. The proposed replacement structure for this bridge is the 10'-0" span x 4'-0" rise precast concrete box culvert.
4. The existing channel between the culvert outlet at 80 Main Street and the Black River is a mix between metal and concrete retaining systems, and sloped earthen embankments. The current system has potential to constrict flow and cause jamming of the stream flow. The proposed work is to upgrade the channel in accordance with Stream Alteration General Permit requirements and within existing right-of-way constraints. This will increase flow capacity, provide a more natural stream environment, and reduce jamming potential due to ice flow and high water events.

III. STANDARDS AND DELIVERABLES

- A.) All engineering services and plans will be consistent with applicable federal, state or town standards and specifications.
- B.) All documents will be provided to the Town in both hard copies (paper) and digital format (PDF). All copies of draft and final reports shall be printed on both sides (i.e. double-sided).
- C.) All data, databases, reports, programs, maps and materials, in digital and hard copy format created under this project shall be transferred to the Town of Ludlow upon completion of the project and become the joint property of the Town of Ludlow and the State of Vermont, when applicable.
- D.) **All applicable terms of Grant Agreement #02140-34000-148 between the Town of Ludlow and the Vermont Department of Public Safety shall apply.**
- E.) All roadway infrastructure, including drainage structures, ditches and channels will be designed and constructed in accordance with Ludlow road and bridge standards, zoning bylaw special flood hazard area provisions, and all other applicable local, state or federal permits and requirements.

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 of Ludlow 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 staffing list naming 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, telephone 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

The committee expects to select the firm on or about September 6, 2016. All work on the project must be completed by December 31, 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 Highway Foreman. 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:

Allison Hopkins
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: Commonwealth Ave. Drainage Project

Questions about the project should be directed to Allison Hopkins (SWCRPC) at:

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

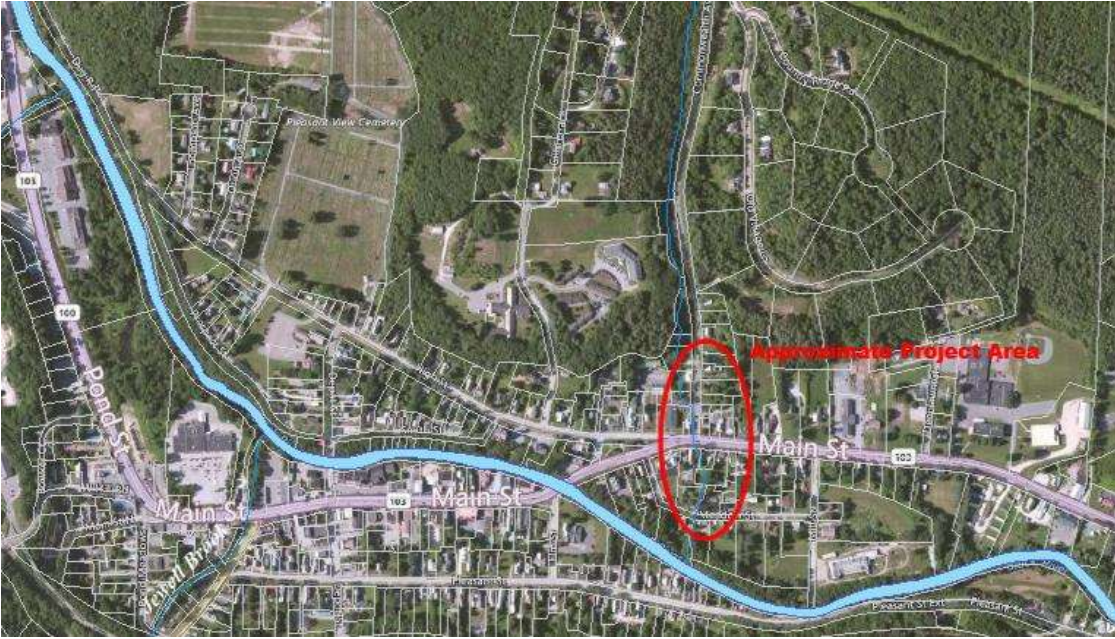
All questions regarding this RFP are due no later than 4:00 PM on Thursday, August 25, 2016.

All proposals must be received no later than 3:00 PM on Wednesday, August 31, 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.

Attachment A – Project Map
Commonwealth Avenue Drainage Project



Attachment B

Map of Existing Stormwater Drainage System

