

REQUEST FOR PROPOSALS
LOCAL PROJECT MANAGEMENT SERVICES
Waitsfield Pocket Park Project
DR-IG-2012-Waitsfield-00069

Issued: July 26, 2016

Due: August 12, 2016

The Town of Waitsfield is seeking a qualified consultant to provide municipal project management services for the development of the Waitsfield Pocket Park Project. The project involves oversight and project development for the design, permitting, and construction of a public pocket park within the Bridge Street business district along the Mad River, adjacent to the Waitsfield Covered Bridge, in historic Waitsfield Village. The .05 acre site, located at 50 Bridge Street, served as home to a National Register Historic District contributing building (c. 1900) which was moved off its foundation and further destroyed by Tropical Storm Irene. The Town of Waitsfield purchased the property in 2013 with the purpose of averting flood damage to the bridge and Village through the creation of a durable floodable park. The project is being funded with the aid of a Community Development Block Grant–Disaster Relief 2 (CDBG-DR2) grant and municipal funds.

Responses are due no later than **12:00pm, August 12, 2016**, at the Waitsfield Town Office, 9 Bridge Street, Waitsfield, VT 05673. The envelope or e-mail subject line should include the statement “Waitsfield Pocket Park Project.” For more information contact Town Administrator Valerie Capels at (802) 496-2218, ext. 14, by email at townadmin@gmavt.net.

I. BACKGROUND

The Town of Waitsfield is utilizing \$199,973 in CDBG-DR2 funds together with municipal resources to design and construct the Waitsfield Pocket Park in the Bridge Street business district. The pocket park design will incorporate wash-through elements making it an ideal use for land in the floodplain. It will also provide armoring of the immediate area to reduce potential scour of the covered bridge retaining wall and abutment without impacting flood levels. The concept is to contour and align seating and walkways in a way that minimizes the cross-sectional area exposed to the flow of floodwaters. In this manner, erosional forces will be absorbed by the structures protecting the ground surface and retaining wall/abutments. Erosion control will be enhanced through the use of materials that will be “flood proof.”

The goal is to design the park in such a way that enhances the visual quality of the area, accents the river and riparian areas and guides access to these resources in an environmentally sound manner. The proposed amenities are to be scaled and placed in a manner to cohesively integrate the park into the historic covered bridge and street access areas. The project will utilize materials that both reflect the natural surroundings, such as well-placed stones, to reflect the natural rock outcroppings, but will be resilient to future flood events.

The project area currently consists of a gently sloping walking path and a small “terrace” formed by a remnant building foundation. Minor regrading of key areas is envisioned to enhance drainage and stormwater runoff control and allow installation of the proposed amenities,

including pedestrian seating area and walkways, enhancement of an existing retaining wall providing physical separation and safety from Bridge Street, landscape plantings serving stormwater catchment, welcome/information signage, as well as other possible features and facilities.

The project is located at 50 Bridge Street, Waitsfield, Vermont 05673. The project area is centered on town-owned property, but also includes private property for which an easement has been provided to the Town for the purpose of the project. Phase I of the Project consists of the design of the Project; Phase II of the Project consists of the construction of the Project.

II. SCOPE OF WORK

This project is funded in part by CDBG-DR2 funds via the Vermont State Agency of Commerce and Community Development's Vermont Community Development Program (VCDP) with a local match from the Town of Waitsfield (Town). Accordingly, all aspects of project development, from design, engineering and constructing the project, must conform to federal and state regulations. The Town is required to provide project management. VCDP has designated an individual to assist the Town in meeting the necessary requirements and to ensure that the agreed upon project funds are allocated for project use.

The Local Project Manager (LPM) will assist the Town in guiding the project through the design, permitting, and construction phases (Clerk of the Works), which is expected to extend through June 30, 2017. VCDP has developed a [Grants Management Guide](#) that will be followed by the Town Administrator and designated LPM.

Project development work for this project includes coordination of conceptual and final design plans, environmental documentation, survey to confirm property ownership, permitting, and contract plans, including all specifications, contract documents, and cost estimates. The project design must include plans, notes, references to specifications or standards, typical sections, cross sections and all project design computations. Project designs must be prepared in accordance with standards and formats that meet or exceed State standards or are approved by the State of Vermont and the Town of Waitsfield.

The duties of the LPM include:

1. Provide general project management services on an hourly fee basis. The LPM will report directly to the Waitsfield Town Administrator and, through her, to the Selectboard.
2. Invoices for LPM services should be submitted on a monthly basis. Invoices will be reviewed by the Town Administrator, with final approval made by the Selectboard.

3. Coordinate all project activities and monitor all aspects of project development on behalf of the Town while acting as liaison between the Town, Waitsfield Planning Commission, VCDP, consultants and/or contractors as necessary. The LPM will be responsible for providing necessary assurances regarding conformance of the project with all applicable state, federal, and local requirements.
4. Review and monitor a master schedule to coordinate all activities necessary for completing the project design, coordinating all necessary permits and approvals, relocating any conflicting utilities, acquiring and clearing any rights-of-way and preparing bid documents.
5. The LPM will assist the town in the procurement process to hire design engineering services for the preparation of preliminary and final design plans, preparation of environmental documentation for the Environmental Review as appropriate to comply with the National Environmental Policy Act (NEPA), preparation of bid documents, identification and application for necessary permits, and construction oversight. The LPM will assist the Town in the review of proposals for hiring of these services. As a state and federally funded project, the hiring process shall conform to all necessary regulations, as specified in VCDP's [*Grants Management Guide*](#).
6. Ensure that the Environmental Review process is compliant with the National Environmental Policy Act (NEPA), and all other local, state, and federal associated laws and authorities triggered by the HUD Part 58 ER. Note: An overview of the [*Environmental Review*](#) process is available on the VCDP website.
7. Ensure that all provisions of contracts are met and submitted on time and within cost limits. The LPM will be responsible for all contract administration.
8. Review all project invoices for accuracy, completeness, reasonableness, and proper format. The LPM will forward approved invoices to the Town Administrator with a statement attesting to the previous statement and a request for reimbursement. Submittals required for justification of payments to the Town or for review to assure conformance with the requirements must be in a format prescribed by the [*Grants Management Guide*](#).
9. Provide regular progress reports to the Town with invoices.
10. Identify, obtain approval of, and implement procedures for facilitating development of the project.
11. Monitor that any permit requirements, conditions, and stipulations are incorporated in the project design.

12. Seek approval for, document, and obtain any waivers of design criteria if deemed necessary.
13. Assume responsibility for the review of project plans and documents. Within the constraints of the review, the LPM will be responsible for exploring design options to improve constructability; to reduce costs; and to expedite construction.
14. Provide public relations services with the community and property owners abutting the project. The LPM will assist in keeping the public informed of the progress of the project. The LPM must be prepared to make public presentations about the project and to moderate public project meetings as called upon.
15. Arrange for, participate in, and provide follow-up documentation of all project-related discussions, meetings, or hearings. Such public meetings shall include property owner visits and public meetings (Selectboard, Planning Commission, and the like).
16. Assist the Town in any right-of-way issues and negotiation of any easements or rights-of-way necessary for the project. The LPM will provide or obtain certification to the Town that the right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations. If applicable, the Town will notify the State in writing 30 days prior to beginning the right-of-way phase in order to allow for the funding to be programmed.
17. Assist the Town with any utility issues or relocations for the project.
18. Review the project for compliance with all federal, state and local laws, ordinances, regulations, and permit requirements, including environmental permitting. Secure certification that the design meets all applicable standards, codes and requirements for design, environmental protection, and public safety standards and that all permits have been obtained.
19. Provide a statement to the Town as to which permits, agreements and clearances have been secured and which ones are not applicable to the project.
20. Assist the Town and/or design engineer in preparing a bid package and contract documents for construction in conformance with federal and state regulations.
21. Prepare a Request for Proposals for the hiring of construction inspection, The LPM will assist the Town in the review of proposals for hiring of these services. As a state and federally funded project, the hiring process shall conform to all necessary regulations, as specified in the [Grants Management Guide](#). The LPM may be called

upon to assist with record keeping and the tracking of quantities for payment of construction services.

22. Provide project administration and Clerk of the Works duties during construction.
23. Review the project for compliance with all federal, state, and local laws, ordinances, regulations, and permit requirements and, upon completion and finding that that all requirements have been satisfied, send a compliance certification to the State.
24. Keep a master project file, to become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the LPM will be responsible for providing or securing this.
25. Work to be performed will be coordinated with the Town Administrator. Some project management services may be divided between LPM and the Town Administrator in a manner to be determined during the project as being in the best interests of the project and the Town.
26. Make every effort possible to ensure the project is completed by the June 30, 2017 deadline, barring any issues that arise that are outside the control of the LPM's duties.

III. REQUIRED ELEMENTS OF PROPOSAL

- A. Technical Proposal. Unless provided digitally per III.C. below, four (4) copies of the proposal should be provided in a sealed envelope with "Waitsfield Pocket Park Project" clearly indicated on the envelope. The technical proposal should include the following information:
 1. A narrative description of the consultant's understanding of the project and the LPM's role in implementing the project.
 2. A description or resume outlining the consultant's qualifications for the working on the project, including a listing of past project experience.
 3. Three references, with phone numbers and contact names.
- B. Cost of Services Proposal. Unless provided digitally per III.C. below, please provide in a separate sealed envelope from the technical proposal, clearly labeled "Waitsfield Pocket Park Project," four (4) copies of a document containing a fixed rate proposal with

appropriate justification. Such justification shall include information about hourly rates for all classifications of personnel who may be utilized for the services requested. These rates shall be presented and broken down by direct labor cost and indirect cost by percentage or by hourly rate, and include chargeable expense fees such as travel.

- C. Digital Delivery of Proposal. In lieu of printed copies of the proposal, a digital version of both the technical proposal and cost proposal may be provided in separate PDF files by e-mail. The subject line must clearly indicate “Waitsfield Pocket Park Project” and must be received by the deadline to be considered. Confirmation will be provided upon receipt. The Town will not be responsible for proposals not received.

IV. SELECTION CRITERIA AND PROCESS

- A. The proposals will be evaluated considering the following factors:
1. Demonstrated understanding of the project, qualifications, references, and prior work experience of a similar nature, such as parklet projects, floodable park projects, green stormwater infrastructure, and work located adjacent to rivers.
 2. Familiarity with applicable state and federal regulations, such as Davis Bacon Wages, or demonstrated experience with similar regulations that would indicate an ability to understand unfamiliar regulations.
 3. Demonstrated experience with public participation and meeting facilitation.
 4. Demonstrated experience with financial management and funding program requirements.
 5. Demonstrated experience with preparing requests for proposals/qualifications and scopes of services for hiring consultant services, with preparing, executing and managing such contracts and/or experience with similar type procurement.
 6. Demonstrated experience with construction projects from start to finish, including administrative oversight.
- B. One or more interviews may be scheduled as deemed necessary.
- C. Fees for service will be considered only after the technical proposals have been reviewed. Lowest fixed fee will not be the sole criterion for selection.
- D. Proof of liability insurance listing the Town as additional insured in an amount no less than \$1,000,000 will be required to be provided by the successful respondent.

- E. If the selected LPM does not carry workers' compensation insurance, the LPM will need to provide a fully executed Non-Employee/Hold Harmless Work Agreement (provided by the Town) specifying the particular provision of 21 V.S.A §601(14)(F) that exempts the LPM from needing to carry such coverage.
- F. Provision of DUNS number and SAM registration will be required to be provided by the successful respondent.
- G. Appeal. Any respondent aggrieved by the award of the contract may appeal in writing to the Waitsfield Selectboard, 9 Bridge Street, Waitsfield, VT 05673. The appeal must be postmarked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Waitsfield Selectboard is final.
- H. All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the proposer.
- I. Selectboard Authorization. The Town of Waitsfield, through its Selectboard, reserves the right to reject any or all proposals and to award the contract, in whole or in part, as determined to be in the best interests of the Town. The Town also reserves the right to waive any formality and any technicalities, or to cancel in part or in its entirety this request for proposals if it is in the best interest of the Town. This solicitation of proposals does not obligate the Town to award a contract.
- J. Taxes Due the State. The successful respondent will need to certify compliance with State tax laws, including income tax withholding for employees performing services within the state, payment of use tax on property used within the state, corporate and/or personal income tax on income earned within the state; and that the successful bidder is in good standing with respect to or in full compliance with a plan to pay any and all taxes dues to the State of Vermont.
- K. Standard Contract Provisions. Standard VCDP and State contract provisions will apply.

V. OTHER

- A. Questions should be directed Valerie Capels at (802) 496-2218, ext. 14, or by email at townadmin@gmavt.net.
- B. Revisions or addenda to this request for proposals will be posted at www.waitsfieldvt.us and provided upon request.

- C. The Town of Waitsfield reserves the right to modify any technical and submission requirements associated with this request for proposals.
- D. Qualified disadvantaged (DBE), women-owned (WBE) business enterprises, and local businesses are encouraged to submit proposals. Waitsfield is an equal opportunity employer.
- E. All plans, maps, data, reports, data bases, and materials, in digital (in the format specified by the Town) and hard copy form, used or created for this project will be delivered to and become the property of the Town of Waitsfield.
- F. Responses are due no later than **12:00pm, Friday, August 12, 2016** delivered or e-mailed to the address below. The envelope or e-mail subject line should include the statement “Waitsfield Pocket Park Project.”

Valerie Capels, Town Administrator
Waitsfield Town Office
9 Bridge Street
Waitsfield, Vermont 05673
townadmin@madriver.com