

**REQUEST FOR PROPOSALS
ENGINEERING & DESIGN SERVICES
Waitsfield Pocket Park Project
DR-IG-2012-Waitsfield-00069**

Issued: August 1, 2016

Due: August 19 2016

The Town of Waitsfield is seeking a qualified consultant to provide engineering and design services for the development of the Waitsfield Pocket Park. The project involves design, permitting, and construction of a public pocket park in Waitsfield Village, along the Mad River, adjacent to the historic 1833 Big Eddy Covered Bridge. The .05 acre site, owned by the Town, was left vacant after Tropical Storm Irene destroyed the historic building at 50 Bridge Street. A goal is to avert future flood damage through the creation of a durable, attractive, 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, Friday, August 19, 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 Engineering.” Contact Town Administrator Valerie Capels at (802) 496-2218, ext. 14 or by email at townadmin@gmavt.net for more information. Woman- and minority-owned businesses are encouraged to apply. E.O.E.

I. BACKGROUND

The Town of Waitsfield is utilizing \$199,973 in CDBG-DR2 funds and municipal resources to design and construct the Waitsfield Pocket Park in the Bridge Street business district. 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 secured by the Town for the purpose of the project. The project area currently consists of a gently sloping walking path and a small “terrace” formed by a remnant building foundation.

The Vermont Downtown Action Team (V-DAT) identified and created a conceptual design for a pocket park during a planning and community engagement process in response to the damage from Hurricane Irene. The eventual 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.

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.

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) and with local funding 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. 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 Town of Waitsfield requests proposals from qualified consultants (Consultant) to work with the local Project Manager (LPM) to perform topographical surveys, further refine conceptual design alternatives, attend meetings, hold public hearings, create final design engineering plans, conduct permitting assistance, create technical specifications, create bid documents, and prepare a construction cost estimate. Construction of the project must be completed by June 30, 2017. 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.

Tasks for this project will include, but shall not be limited to:

1. Conduct survey of existing conditions.
 - a. A survey of current conditions should include, but is not limited to, delineation of the floodway/plain and other water features, property boundaries, right-of-ways, easements, utilities, setbacks, contours, slopes, vegetation, and other existing features including walls, curbing, landscaping, sidewalks, lighting, signs, travel ways, and parking areas.
2. Meetings with town officials and the public.
 - a. Project Kick-off Meeting. The Consultant shall meet with the LPM and Pocket Park Committee (currently consisting of Town Administrator, Selectboard representative, Planning Commission representative, Zoning Administrator, adjacent property owner, and Mad River Valley Planning District representative), and any other interested party for the purpose of defining the project's base elements (including schedule, status reporting, background, etc.). This meeting will also be used to introduce the members of the project team, the LPM, and the Town to provide the opportunity to discuss the role of team members.
 - b. 30% Design Review Meeting. The Consultant shall meet with the Waitsfield Pocket Park Committee and the LPM at the 30% review stage to gather input on the Preliminary Design.

- c. Public Outreach Meeting. The Consultant shall attend a public meeting to present the Preliminary Design and gather input to inform the next level of design.
 - d. 60% Design Review Meeting. The Consultant shall present the Draft Design at the 60% review stage to the Selectboard.
 - e. 90% Design Review Meeting. The Consultant shall meet with the Steering Committee and the LPM at the 90% review stage to inform the Final Design.
 - f. DRB Process. The Consultant shall attend at least one DRB public hearing related to the local permitting process for the project. A second meeting may be required.
3. Creation of a Base Plan
- a. The Consultant will familiarize themselves with existing infrastructure and amenities and create an existing conditions base plan using the topographical survey from which to create their conceptual and design plans.
4. Preliminary Design Plans
- a. The Consultant shall develop a Preliminary Design, taking into consideration the concept for the pocket park developed by the V-DAT team, subsequent municipal discussions and input from the Steering Committee for the Town's input, review and comment.
5. Final Design Engineering Plans
- a. The Consultant shall create final design plans, technical specifications, and front end documents ready to bid. Final design plans shall include, but not be limited to, a title sheet, legend, existing conditions plan, final design plans including electrical and landscape plans, erosion control plan, sections, and all applicable details, and construction notes for review by the Town and LPM.
6. Preparation of Construction Cost Estimates.
7. Assist as needed with the Environmental Review process to ensure compliance 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.
8. 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 Consultant.

III. PROPOSED SCHEDULES

The following is the Town's proposed procurement schedule, subject to change with notice:

| Task | Date |
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| RFP released | 8/1/2016 |
| Proposals due | 8/19/2016 |
| Review of proposals, interviews | Week of 8/22/2016 |
| Select engineer | 8/29/2016 |

The following proposed project schedule, subject to negotiation with the selected Consultant:

| Task | Date |
|--|-------------|
| Kick-off Meeting | 8/30/2016 |
| Submit current conditions survey | 9/9/2016 |
| 30% design review meeting | 9/13/2016 |
| Public outreach meeting | 9/19/2016 |
| 60% design review at selectboard meeting | 9/26/2016 |
| 90% design review meeting | 10/7/2016 |
| DRB application due | 10/14/2016 |
| DRB public hearing | 11/8/2016 |
| Submit final design plans and specifications (Funding Agency Environmental Review procedures finalized by others, public notice periods, FONSI) | 12/15/2016 |
| Finalize construction bid documents; advertise for bids | 2/20/2017 |
| Construction bid tab analysis | 3/22/2017 |
| Construction Notice to Proceed | 4/7/2017 |

IV. DELIVERABLES

The project deliverables shall include:

1. One (1) set of preliminary design plans mounted on poster board for public meeting.
2. One (1) set of electronic copies of interim plans in PDF format at 30% design.
3. Two (2) sets of hard copies of interim plans, specifications, and cost estimate at 60% and 90% design.

4. Two (2) sets of hard copy plans, specifications and cost estimate at 100% Final Drawings and electronic copies of plans in PDF and any other applicable format.

V. REQUIRED ELEMENTS OF PROPOSAL

1. 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:
 - a. Background: provide a brief statement of your firm’s interest in the project and qualifications
 - b. Project Understanding: provide a narrative description of your firm’s understanding of the project any variances to the proposed scope of work or schedule as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
 - c. Firm’s Experience and References: provide brief descriptions of at least three relevant past projects and client references. Please discuss your firm’s adherence to the project schedules. Specifically include experience with working in the floodway/plain is applicable.
 - d. Staff Experience: provide descriptions or resumes outlining key staff members’ qualifications and pertinent experience
 - e. Sub-consultant’s Experience: if applicable, provide information regarding all sub-consultants including their qualifications, relevant experience, and proposed involvement in the project.
 - f. Representative Work Sample: provide a representative work sample similar to the type of work being requested.
 - g. Schedule: please provide a detailed schedule including all tasks and deliverables based on the information provided in this RFP.
2. Cost of Services Proposal. Unless provided digitally per V.3. below, please provide in a separate sealed envelope from the technical proposal, clearly labeled “Waitsfield Pocket Park,” seven (7) 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.
3. 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” 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.

VI. SELECTION CRITERIA AND PROCESS

The proposals will be evaluated considering the following factors:

1. Demonstrated understanding of the project particularly given the design constraints and overall design approach that takes into account work completed to-date on this project and the context of the Town and Mad River Valley.
2. Proven qualifications, references, and prior work experience of a similar nature that employed creative designs for such projects as parklets, floodable parks, green stormwater infrastructure, and work located adjacent to rivers.
3. Public engagement experience.
4. Demonstrated ability to complete tasks by agreed upon deadlines and availability of staff resources to keep the project on schedule for construction.
5. Familiarity with applicable state and federal regulations, such as Army Corps of Engineers and state floodplain regulations, Davis Bacon Wages, or demonstrated experience with similar regulations that would indicate an ability to understand unfamiliar regulations.
6. 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.
7. One or more interviews may be scheduled as deemed necessary.

VII. OTHER

1. Questions should be directed Valerie Capels at (802) 496-2218, ext. 14, or by email at townadmin@gmavt.net.
2. Revisions or addenda to this request for proposals will be posted at www.waitsfieldvt.us and provided upon request.
3. The Town of Waitsfield reserves the right to modify any technical and submission requirements associated with this request for proposals.
4. Qualified disadvantaged (DBE), women-owned (WBE) business enterprises, and local businesses are encouraged to submit proposals. Waitsfield is an equal opportunity employer.
5. 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.
6. 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.

7. 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.
8. Proof of liability insurance listing the Town as additional insured in an amount no less than \$1,000,000 and workers compensation insurance will be required to be provided by the successful respondent.
9. Provision of DUNS number and SAM registration will be required to be provided by the successful respondent.
10. 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.
11. Standard Contract Provisions. Standard VCDP and State contract provisions will apply.
12. 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.
13. Invoices for engineering services should be submitted on a monthly basis. Invoices will be reviewed by the Town Administrator, with final approval made by the Selectboard.
14. Responses are due no later than **12:00pm, Friday, August 19, 2016** delivered or e-mailed to the address below. The envelope or e-mail subject line should include the statement "Waitsfield Pocket Park."

Valerie Capels, Town Administrator
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9 Bridge Street
Waitsfield, Vermont 05673
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