

Town of Bennington, Vermont
Request for Proposals for Engineering Services
Franklin Lane Scoping Study
BENNINGTON TAP TA13(12)

Contact: Mark Anders, Planner, Local Project Manager
Bennington County Regional Commission
111 South Street, Suite 203
Bennington, VT 05201
(802) 442-0713

Date of Issue: January 17, 2014

Deadline: 4:00 p.m., February 17, 2014

Introduction

The Town of Bennington, Vermont is requesting proposals from engineering firms (Consultants) to assist with a pedestrian facilities study. The Town is seeking a consultant with expertise in designing such a project as outlined in the *Local Transportation Facilities Guidebook*.

Project Description

The Town was awarded a Transportation Alternatives grant for a scoping study to improve the pedestrian environment along Franklin Lane and at the intersection of Routes 7 and 9. Franklin Lane links a municipal parking lot to downtown businesses and residences. The study will recommend improvements to Franklin Lane, to the parking lot and to the intersection. Improvements could include sidewalks, lighting, plantings, traffic-calming features, and updated traffic signal hardware.

Scope of Work

- Prepare an existing conditions drawing that shows all relevant features including buildings, right of way boundaries, property boundaries, walkways, curbing, parking spaces, utilities, and trees.
- Work with the Bennington County Regional Commission (BCRC) to develop four conceptual alternatives.
- Provide technical input as needed.
- Assess the preferred alternative's impacts to utilities and natural resources.
- Develop a preliminary cost estimate for the preferred alternative.
- Develop final conceptual drawings.

Contract Amount

The maximum limiting amount for the consultant engineer will be \$5,000 and will be inclusive of all travel expenses.

Project Development

Through a grant agreement between the Town and the Vermont Agency of Transportation (VTrans), the Town will administer the project, and the VTrans Local Transportation Facilities Unit (LTF) will administer the funding and review the project materials for compliance with Federal and State standards and policies described in the *Local Transportation Facilities Guidebook*.

The Town owns the project, and the Town of Bennington Select Board will be the Consultant's sole authority during the project. Michael Harrington, Economic Development Director for the Town of Bennington is the Town's representative for the project.

The Select Board has hired The Bennington County Regional Commission as a Local Project Manager (LPM). The Consultant will work directly with the LPM during the development process.

The project will be developed according to VTrans Local Facilities Guidelines.

Project Requirements

All work will be accomplished in accordance with the following:

- *Local Transportation Facilities Guidebook*
- LTF Project Development Process
- VTrans Consultant Contract Provisions dated August 2008

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 scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
3. A description of the approach to be taken toward completion of the scope of work.

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 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.
6. 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.

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 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.

Selection

A committee that includes the Local Project Manager and representatives from the Town and the Regional Commission will make the consultant selection.

The following criteria, as a minimum, will be used to evaluate qualifications:

Review Criteria	Weight	Maximum Points	Weighted Points
Availability of Technical Disciplines	4	5	20
Understanding of the Project	4	5	20
Knowledge of the Project Area	3	5	15
Past Performance on Similar Projects	3	5	15
Qualifications / Experience of Proposed Staff	2	5	10
Ability to Meet Schedules & Budgets	2	5	10
Knowledge of Federal and State Standards and Policies	2	5	10
TOTAL			100

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

Submission Schedule

Submit proposals to:
 Mark Anders
 Bennington County Regional Commission, Suite 203

Bennington, VT 05201

Proposals must be received no later than 4:00 p.m. on February 17, 2014. Proposals received after this deadline will not be accepted. Questions regarding the project will be answered until **February 10, 2014** after which questions and answers will be compiled and sent to interested firms.

Contract Requirements

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 registered. The registration forms can be obtained from the Vermont Secretary of State, 26 Terrace Street, Montpelier, VT 05609-1104. The phone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant is expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Prime Consultant and any Sub-Consultants must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. One copy of this financial information for each firm designated as a sub-consultant. The information submitted shall meet the requirements of Form AF38 at a level commensurate with the anticipated magnitude of each sub consultant's proposed work. Complete audited financial statements, balance sheets, etc. **do not** need to be submitted, if that information is on file with VTrans.

All prospective consultants and sub-consultants must be on the VTrans qualified list, or found eligible for that list.

The Consultant awarded this contract shall be responsible for furnishing VTrans with independently prepared, properly supported indirect cost rates in accordance with the cost principles contained in 48 CFR Part 31 for all time periods covered by the contract.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel, they must submit a letter to the Town requesting approval for the change.

Please direct questions about this RFP to the Local Project Manager, Mark Anders, Bennington County Regional Commission, 111 South Street, Suite 203, Bennington VT 05201 — phone 802-442-0713 — email: manders@bcrcvt.org

Sincerely,

Mark Anders, Planner and Local Project Manager