

# TEXAS FALLS BRIDGE REPLACEMENT

## Request for Proposals Design Engineering Services Town of Hancock, Vermont

**Date Issued: May 23, 2024**

**Date Due: Tuesday June 18, 2024 at 3:00 p.m.**

**Contact person: Dan Perera, Hancock Select Board Clerk, [dan@enigmamuseum.com](mailto:dan@enigmamuseum.com), 802-767-4851.** All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the Date Due above.

### I. INTRODUCTION

The Town of Hancock is requesting proposals for engineering services for removal and replacement of the existing Texas Falls Road Bridge No.7, located at the intersection with VT Route 125 and Texas Falls Road. The services include design of a new bridge and approaches and associated permitting and environmental documentation. The bridge crosses Robins Branch/Hancock Branch, tributaries to the White River.

The existing bridge No. 7 was constructed in 1937, with a current load limit of 13 tons. Bridge No. 7 is a steel beam and concrete deck superstructure on concrete abutments. The new bridge design shall be in accordance with AASHTO/VTrans and FHWA standards and specifications, with a HL-93 loading and a double lane structure with a span that will meet VT ANR stream requirements.

The project is managed locally by the Town, in cooperation with the with U.S. Forest Service, Green Mountain National Forest (“GMNF”). The owner of the project is the Town and the ultimate authority for the design engineering consultant during the project with the Town of Hancock Selectboard.

### II. SCOPE OF WORK

The Town of Hancock has entered into an agreement with the Eastern Federal Lands Highway Division (EFLHD) to cooperate in the planning, survey, permitting, and construction of a new bridge, replacing an existing town bridge and approach roadway with associated stream reconstruction located on Texas Falls Road in Hancock, Vermont. This project is funded by the Federal Lands Access Program (FLAP) and EFLHD. Accordingly, all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations and design standards.

In general, the scope of this project will follow the project development process:

- Project kick-off and development of conceptual plans.
- Development of preliminary plans.
- Develop Right of Way (ROW) plans, if necessary, and assist with ROW documents.
- Develop contract plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process.
- Assistance during construction.

The development of Conceptual Plans through Contract Plans, Specifications and Estimates will consist of the following Scope of Work phases and tasks:

## **Phase A- PROJECT DEFINITION**

### Task 1: Project Kick-off

The consultant will convene an onsite project kick-off meeting to discuss the goals and objectives of the Town and define the project development process. The Town and GMNF will be a participant in this meeting. The Consultant will discuss the project schedule and arrange to collect all information relevant to the project, including all existing project files, utility information, tax maps of the affected properties, etc. The consultant will coordinate and schedule this meeting and take notes to document the discussions and decisions made and to distribute to parties of interest.

### Task 2: Topographic Survey and Base Mapping

#### 2.1 Right-of-Way and Deed Information

The consultant is to develop a base map that shows the approximate limits of the existing Right-of-Way. The Town will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the property lines and owners within the project limits for subsequent Right-of-Way use. This right of way and property information will be compiled and presented on the plans.

#### 2.2 Utility Location

The consultant shall identify all existing overhead and underground utilities that may be affected by project construction and depict their location on project plans.

#### 2.3 Topographic Survey

The consultant will perform the topographic survey for this project in general accordance with VTrans survey guidelines and requirements. The survey will include enough information to design, permit, acquire Right-of-Way and construct the project.

### Task 3: Subsurface Investigation

Subsurface investigations will utilize a qualified boring contractor to obtain one (1) standard penetration boring at each of the proposed abutments of the bridge. Each will be advanced to a minimum of 20-feet below the channel bed or to ledge if encountered sooner. Standard split spoon samples will be taken every 5-feet and a 10-foot ledge core will be taken at one boring, if applicable. A Geotechnical report shall be completed using the results of the subsurface investigations and submitted to the Town upon completion. This report shall contain adequate design criteria for the bridge foundations.

### Task 4: Hydrology/Hydraulic Report

The consultant shall prepare a hydraulic design for this project in general accordance with the VTrans Hydraulics Manual guidelines.

### Task 5: Conceptual Memorandum

The purpose of the concept memorandum is to document the recommended Type, Size and Location (TS&L) of various major alternatives for the replacement such as size, shape, material, alignment, etc. The alternative analysis shall account for meeting the purpose and need for the project, construction cost, ease of maintenance, and construction duration. The report shall include a narrative of the analysis, recommended alternative and an order of magnitude cost estimate and expected service life with adequate detail to support the recommendation. Rehabilitation shall be considered as an alternative. The concept memorandum shall include the initial copies of existing conditions survey plan sheets, geotechnical report and hydraulic and hydrology reports.

### Task 6: Resource Constraints and CE Documentation

The consultant is expected to identify natural and cultural resources on the project plans to support the Town in satisfying the NEPA process which is expected to be at the level of Categorical Exclusion (CE).

#### 6.1 Natural Resource Identification

The consultant will confirm the presence or absence of any known natural resources in the project vicinity and will identify these resources on plans of the project area. Please refer to the MAS Share point site at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/Environmental.aspx> for a detailed outline of the requirements for Natural Resource Identification.

#### 6.2 Historical/Archaeological

A historic preservation consultant shall research and prepare the Determination of Eligibility and Historic Sites and Structures Survey and make a recommendation of eligibility for the bridge.

These documents will include a complete physical condition of the structure and sufficient information for the Town to submit to the Vermont Division for Historic Preservation for review.

### 6.3 Other Permitting and Investigations

The Consultant will determine the need for other environmental permits and will assist the Town in acquiring all necessary federal, state, and local environmental permits necessary to complete the project. The Town is generally responsible for any permit fees, although these are waived for some permits.

### 6.4 Preparation of the Categorical Exclusion Document

Because federal funding is involved with this project, the National Environmental Policy Act (NEPA) process and requirements must be followed. To meet the requirements of this act, a Categorical Exclusion (CE) Document must be completed. The consultant will prepare the VTrans environmental analysis sheet and supporting documentation will be submitted to VTrans for review and concurrence. VTrans will complete the process with the FHWA.

## **Phase B- PROJECT DESIGN**

### Task 7: Preliminary Plans

Once the NEPA process has concluded, the consultant will develop preliminary plans for the project. The preliminary plans will contain:

- Title Sheet
- Typical Section
- Base Plan with a project centerline and existing ROW information
- Profiles
- Cross Sections
- Driveway treatments
- Drainage details
- Erosion Prevention measures and details
- Signs and pavement markings
- Lighting
- Traffic control plans for motor vehicles, bicycles (if accommodated separately from motor vehicles) and pedestrians including any details not covered by VTrans standard drawings or MUTCD Typical Applications. Submit revised/ updated TMP checklist and supporting documentation with Preliminary Plans.

In addition to the preliminary plans, the consultant will develop a revised Engineer's Estimate. A submittal to the Town and GMNF is expected at this stage for review. The plans and estimate will be submitted in a pdf format. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans.

## Task 8: Right-of-Way Plans and Acquisition Process

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by the Consultant. They will determine if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project. If the project is in a state highway ROW, it will require a VTrans State Highway Access and Work Permit, and the consultant will work with the town to obtain this permit from VTrans.

### 8.1 Right of Way Plans

Existing ROW, and all areas of additional ROW, whether temporary or permanent, will be clearly indicated on ROW plans prepared by the Consultant in accordance with standard survey practices. Draft ROW plans and draft easements will be submitted to the Town for review and approval prior to negotiating with property owners. Easement language must be consistent with guidance provided by the VTrans ROW section.

Easements are typically developed by municipal attorneys, but their content must match information shown on the ROW plans. ROW plans must include all the elements of preliminary plans with the addition of the following:

- Right-of-Way detail sheet
- Property Acquisition Table

If Right-of-Way acquisition is simple and/or does not involve many parcels, it is acceptable to include Right-of-Way information on the project plan sheets.

### 8.2 Right of Way Coordination

The Town will be responsible for appraisals, negotiations and completing the acquisitions. The Consultant will provide assistance and work closely with the Town throughout the ROW phase, including any Necessity and Condemnation procedures. ROW acquisition must conform to Public Law 91-646 and 100-17, which together are referred to as the “Uniform Act.”

## Task 9: Final Design/Bidding

The consultant will prepare the final construction design of the project. Final Design will include final plans, an updated construction cost estimate, and draft special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2018) which will serve as the basis for the construction of the project. Final plans will be submitted to the Town and GMNF for review and comments. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans. The contract plans will include all information necessary to put the project out to bid.

## 9.1 Final (85%) Plans

The Consultant will submit Final plans along with an updated listing of items and quantities, and an associated cost estimate for Town and GMNF review and concurrence. These plans will incorporate all comments and conditions received from permitting agencies. Final utility relocations will be shown. ROW plans (if necessary) showing acquisition lines and any agreements made with property owners will be included. The Consultant will certify through the signature of an engineer registered in the state of Vermont to practice “structural or civil” engineering that these plans and subsequent 100% plans meet all applicable standards, codes and requirements for design and public safety (design certification.) The Consultant will also provide a “Utility & Railroad Clearance” that indicates that all necessary utility coordination has been completed. Submit revised/ updated TMP checklist and supporting documentation with Final Plans.

## 9.2 Special Provisions

The Consultant will develop any project special provisions to cover items not contained in the VTrans 2018 Standard Specifications for Construction or those items that vary from the standard specifications.

## 9.3 Final Estimate

The consultant will develop a final engineer’s estimate.

## Task 10: Contract Plans, Construction Bidding and Award

The consultant will take all the necessary steps to provide the Town with a complete package which can be put out to bid. The Town is responsible for the bid advertising process.

### 10.1 Contract Plans

The consultant will submit Contract (100%) Plans along with an updated list of items, quantities, and an associated cost estimate for Town and GMNF review and concurrence. These plans will incorporate any final changes since the review and acceptance of 85% Plans. These plans will be signed and stamped by the Consultant’s licensed PE.

### 10.2 Construction Bid Package

Once the Contract Plans are approved, the Consultant will be responsible for assembling the Construction Bid Package. The complete Construction Bid Package will include all of the following items:

- Complete Contract (100%) plans.
- Construction cost estimate.

- Final utility relocations, clearances, and special provisions.
- Right-of-way clearances and special agreements.
- Construction special provisions.
- All necessary permits acquired, and conditions noted.
- Construction Contract specifications.
- Include Final TMP checklist and supporting documentation in the project bid documents.
- Bid Documents including instructions to bidders, bid form and all required federal documents (Note: VTrans has developed a bid document template that should be used as a starting point.)

### 10.3 Bid Process

The Consultant will be available during the bidding process to answer any technical questions about the project design.

#### Task 11: Construction Services

The Consultant will provide limited assistance during the construction phase, primarily to answer any design questions that come up. The consultant will also review for conformance any required material and drawing submittals. It is anticipated that three to six visits to the project site during construction will be required.

### **III. RESPONSE FORMAT**

Responses to this RFP shall consist of a separate Technical Proposal and Cost Proposal.

#### A. A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town of Hancock 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 list of individuals that will be committed to this project and their professional qualifications including the names and qualifications of any sub-consultants. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the Town prior to utilization or

invoicing.

5. 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.
6. A proposed schedule that indicates project milestones and overall time for completion.
7. Demonstration of success on similar projects, including a brief project description 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 separate cost proposal consisting of:

1. 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.

#### IV. CONSULTANT SELECTION

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding the Scope of Work	5	5	25
Knowledge of Project Area	2	5	10
Qualifications/Experience of Proposed Staff	3	5	15
Availability of Technical Disciplines	2	5	10
Past Performance on Similar Projects	5	5	25
Reasonableness of Proposed Schedule and Labor Hour Estimates	3	5	15
<b>TOTAL</b>			<b>100</b>

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and considering, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. The Town of Hancock reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.



The proposal will be evaluated and awarded based on the personnel presented. Should the awarded consultant propose any substitutions to the project personnel in the future, they must submit a letter to the Town for review, requesting approval of such a change.

The committee will select the consultant on or about [approx. 2 weeks from the date proposals are due] to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

## **V. SUBMISSION**

Consultants interested in this project should submit their proposal to the Town of Hancock, Texas Falls Bridge Replacement, P.O. Box 100, Hancock, Vt 05748 or can be hand delivered to the Hancock Town Clerk's office for drop off in the outside drop box by 3:00pm on Tuesday June 18, 2024.

If you choose to submit as an electronic submission via e-mail, the submission will include the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform Dan Perera, Hancock Select Board, 802-767-4851 prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted. All proposals, upon submission, become the property of the Town of Hancock. The cost of preparing, submitting and presenting is the sole expense of the firm. The Town of Hancock reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, or cancel this RFP in part or in its entirety, if it is in the best interest of the Town. This Request for Proposals in no way obligates the Town of Hancock to award a contract.

## **VI. CONTRACTING**

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 so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility

with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Hancock Selectboard, P.O. Box #100, Hancock, VT 05748. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Prior to beginning any work, the Town of Hancock requires that all Contractors or Persons working for the Town carry a General Liability Policy of no less than Three Million Dollars (\$3,000,000.000) with the Town of Hancock being an additional Insured. Any Contractor or Persons working for the Town of Hancock having Employees must provide the Town with a Certificate of Workers Compensation meeting all State of Vermont and Federal Statutes. All Insurance Certificates must be on file with the Hancock Town Clerk before work is to begin.

The Town of Hancock requires that any Vehicle exceeding the twenty-four thousand (24,000) pound weight limit with or without load, obtain an overweight permit. The Town of Hancock has restrictions on its road and obtaining this permit is the only way to operate legally on the Hancock Road System.