

# REQUEST FOR PROPOSAL

## Town of Norwich – Beaver Meadow Road Roadway Shoulder Improvement Project

<b>ISSUE DATE:</b>	<b>April 5, 2024</b>	
<b>QUESTIONS DUE BY:</b>	<b>April 24, 2024</b>	<b>4:00 pm</b>
<b>DUE DATE and TIME:</b>	<b>May 8, 2024</b>	<b>4:00 pm</b>

### Request for Proposals:

The Town of Norwich, Vermont is seeking a qualified consultant for Design and Engineering Services addressing an initiative to improve pedestrian safety along a section of Beaver Meadow Road. The overall goal of the project is to produce a set of design plans and estimated construction costs for improvements to the roadway shoulder along a distinct section of the roadway which will allow for safer pedestrian travel in this area.

### Introduction and Background:

The Town of Norwich is interested in improving pedestrian travel along a section of Beaver Meadow Road. This initiative has been the subject of prior study in a 2021 Dubois & King Scoping Study ( <http://norwich.vt.us/wp-content/uploads/2021/03/Beaver-Meadow-Rd-Scoping-Study-FINAL-web.pdf> ). The Town wishes to proceed with implementation of a simple and cost-effective solution to improve pedestrian safety and allow improved access to recently developed assets in the area, specifically a recently installed pedestrian bridge providing access to the Town's primary recreation area and sports fields and an existing Town Park.

The initial proposed solution is the improvement of existing roadway shoulders, where space permits, which would allow pedestrian traffic to safely access this area along the roadway. The specific area envisioned for improvement is along the western side of Beaver Meadow Road between Heritage Lane and Bragg Hill Road, and the eastern side of Beaver Meadow Road between the northern end of Huntly Street and Moore Lane. A map of the specific areas to be considered is attached as Figure 1.

A consultant will be selected to provide the Town with design and engineering services to accommodate this initiative. Design plans will lead to timely implementation/construction of the improved roadway shoulders, currently envisioned to be constructed from gravel or other impervious materials, as well as enhanced roadway markings and appropriate signage.

The selected consultant is encouraged to provide their own ideas and recommendations for the most appropriate and cost-effective design solution.

## Proposal Information:

**Proposals are due no later than 4:00 pm May 8, 2024.**

Interested firms should reach out to the Town Manager to express their intent to bid. Written proposal shall be submitted in a sealed envelope. All questions should be directed via email to Brennan Duffy, at [bduffy@norwich.vt.us](mailto:bduffy@norwich.vt.us). Questions will be answered until April 24, 2024, at 4 pm and answers will be posted to the Town website and be accessible to all interested consultants.

**The Town of Norwich anticipates delivery of the engineering plans and specifications no later than August 16, 2024.**

In order to be considered responsive to this RFP, each proposal shall conform to the following requirements:

- Submit an electronic copy via email to [bduffy@norwich.vt.us](mailto:bduffy@norwich.vt.us) and in writing at PO Box 376, Norwich, VT 05055 (physical address 300 Main Street) by the date stipulated above.
- The proposal shall be clear, concise, and brief.

## Proposal Expectations and Requirements

Proposals will be evaluated based on responsiveness to this RFP. The successful consultant must demonstrate that they have the organization, experience, technical skill, equipment, financial resources, and proven ability to provide the services required.

The Proposal should demonstrate that the consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the consultant to supply the required services must be demonstrated.

### A. Project Scope of Work

- **The Town of Norwich is accepting proposals that include four specific deliverables with costs:**
- **Concept Design and Meetings.** It is expected that the selected consultant will offer several concepts of how this project can be implemented. This includes other ideas to achieve the goals of pedestrian safety in this corridor. This task will include a minimum of at least two (2) meetings with the Town Manager and key stakeholders. This will require simple layout drawings, including general cost implications and timeliness of implementation for each option.

- **Data Collection.** The consultant should conduct all necessary site visit(s) to allow collection of data to create a base map to be used for the design. This should include all utilities, waterways, roadway markers, road edges, power poles, etc. Potential onsite impacts to the location of the pedestrian access corridor should be identified and discussed with the Town prior to finalization of the design.
- **Permitting and Coordination with State Agencies.** The consultant should identify and coordinate with all applicable state and federal agencies, the permits necessary to construct this project. This includes potential impacts to adjacent wetlands, waterways, and culverts.
- **Plans and Specifications.** The consultant should develop a set of engineered plans and specifications that can be used by the Town to procure a contractor for construction of this project. A design package should be provided for review by the Town of Norwich upon 60% and again at 90% prior to finalization. These deliverables should also include an engineer's construction cost and schedule estimate. Roadways need to be kept open during construction or alternate routes identified to allow residents access to their homes during construction. **For purposes of this bid, it is not anticipated that ROW access will be needed, but this should be confirmed by the consultant.** If ROW access will be required, the Town will work with the consultant to resolve this issue and any additional costs will be negotiated with the Town based on the submitted rates. **Similarly, it is not anticipated that any subsurface investigations will be required,** but if there are areas that may need investigation, the Town will work with the consultant to address this as a negotiable item.
- **Bid Analysis and Engineering Support During Construction.** The Town will be responsible for the construction bidding process. Upon completion of the bidding, the Town will send bid results to the consultant to develop a bid tabulation and analysis.
- **List of Personnel Assigned to the Project Including Resumes and Rates for Work.** The consultant should identify one point of contact for this work and include a list of who would be assigned to this project. A list of resumes should be included as well as rates for all equipment, materials, and personnel that could be billed to the project (including administrative). All billing rates (including overhead and any fees) and estimated hours are to be provided. If subcontractors are used, please provide information on the company, personnel, and corresponding rates.

## **Town Rights:**

The Town reserves the right to negotiate the scope of work and the contract with any and all firms that submit a proposal.

All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is at the sole expense of the proposer. Revisions to the request for proposal will be posted on the Town's website via an addendum. The Town of Norwich reserves the right to modify any technical and submission requirements associated with this request for proposals. The Town of Norwich reserves the right to reject any or all proposals or to award contracts in whole or in part, if this is held to be in the Town's best interest.

All plans, data, reports, and materials, in digital and hard copy form, used or created for this project will be delivered to and become the property of the Town upon completion.

## **Consultant Selection Process**

Applicants must provide sufficient information to allow the reviewers to understand their contributions to past projects cited as examples of relevant experience. The overall approach and understanding of the scope of work will be weighed heavily in the assessment of individual proposals. From the proposals submitted by qualified consulting firms, the Town of Norwich may select finalists for an interview.

The final selection will be based upon:

- Cost and rates of personnel
- Demonstrated understanding of the scope and approach of this project communicated in a clear and easy-to-understand manner.
- Approach for completing the work.
- Commitment to project timeline
- References from similar clients
- Any other criteria determined appropriate by the Town of Norwich

## **Instructions to Consultants**

Proposals must include:

1. Scope of Work
2. Fee Estimate
3. Proposed Schedule to meet submittal deadline.
4. Resumes of relevant experience of key engineering firm personnel who will be assigned to work on this project.
5. List of any assumptions
6. Proof of experience working with Vermont municipalities and state/federal agencies.
7. Two work samples demonstrating comparable work products.
8. Two professional references
9. Proof of Insurance

Figure 1



Esri Community Maps Contributors, VCGI, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, VCGI, Maxar, Microsoft

