

Re-Bid Request for Proposals
Engineering Services for Culvert Replacements
Kate Wallace Rd/Norford Lake Rd/Illsley Rd
Town of Norwich, VT.

The Town of Norwich is accepting sealed proposals for **Engineering Services** addressing culvert replacements on Norford Lake Road, Kate Wallace Road, and Illsley Road.

The overall goal of the project is to produce a set of design plans and bid documents that would allow the Town to hire a contractor to replace culverts that were impacted during the FEMA July 2023 storm event. **The design work is to be completed no later than August 2, 2024**, in accordance with the specifications, terms, and conditions described below. Prospective applicants are advised to read this information over carefully prior to submitting a proposal.

The proposals should be submitted via email must be submitted in a sealed envelope, clearly marked as follows:

Re-Bid RFP Engineering Services for Culvert Replacements
Kate Wallace Rd/Norford Lake Rd/Illsley Rd

Chris Kaufman, Public Works Director
Brennan Duffy, Town Manager
Town of Norwich
PO Box 367, 300 Main St., Norwich, VT 05055

All proposals must be received by **May 2, at 10 am ET.**

Background

Due to the FEMA storm events in July 2023, three culverts were impacted on the following roads: Norford Lake Road, Kate Wallace Road, and Illsley Road in Norwich, Vermont. The existing culvert on Norford Lake Road is a corrugated metal pipe with a diameter of 5 feet, the existing culvert on Kate Wallace Road is a corrugated metal pipe arch with a span of 2.8 feet and a height of 2 feet, and the existing structure on Illsley Road is a corrugated metal pipe arch with a span of 3 feet and a height of 2.7 feet. The existing culverts are currently in place but need to be upgraded and replaced.

The State of Vermont, Structures and Hydraulics Division has completed a hydraulic evaluation of each site and is included in Attachment 1 for review. These hydraulic studies recommend various options for replacement structures and sizing based on waterway characteristics. It is expected that the engineering design be coordinated with the Department of Environmental Conservation Rivers Program, as well as any other state

and/or federal agencies necessary to ensure permitting and compliance with all pertinent state and federal laws and regulations.

General Requirements

The Town of Norwich is accepting proposals from qualified engineering consultants to perform a review the existing hydraulic studies, conduct a site visit(s), coordinate with the State of Vermont regional river engineer, provide updated topographic data to support the design, identify and secure all required permits, develop a set of preliminary and final engineering design plans, and submit a final set of plans and bid specifications.

Firms submitting proposals must respond in writing to all the requirements of this Request for Proposals (RFP). Proposals should reflect detailed consideration of all the technical challenges presented by this project. Any additional information or tasks that a responding firm believes to be relevant should be included with the required proposal elements. The Town of Norwich will select the best qualified firm that submits a complete proposal.

The Selection Committee will be comprised of the Norwich Town Manager and the Public Works Director.

Proposals are due in the Town Manager's office by **10 am on May 2, 2024**. **No late proposals will be accepted.** The Town of Norwich anticipates delivery of the engineering plans and specifications no later than August 2, 2024. Bidders are requested to notify the DPW Director of your interest in bidding so any addenda can be issued to all interested parties.

Questions will be answered until April 29, 2024, at 3 pm. Responses will be provided to all interested bidders.

Costs incurred for the preparation of a proposal in response to this RFP will be the sole responsibility of the submitting firm. The Town of Norwich reserves the right to select or reject any vendor if it deems that action to be in the best interest of accomplishing the specified project. The Town of Norwich reserves the right to accept a proposal based on all of its qualities, or on one or more of its qualities. The Town of Norwich also reserves the right to discontinue the selection process at any time prior to the awarding of a contract.

Project Scope of Work

The Town of Norwich is accepting proposals that include four specific deliverables with costs:

- **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.

- **Permitting and Coordination with State Agencies.** The consultant should identify and coordinate with all applicable state and federal agencies, the permits necessary to construct the new culvert replacements. This may include, but is not limited to, stream bed alteration permits, wetland permits, Army Corps of Engineer permits, etc.
- **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 the new culverts. This 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 cost and schedule estimate. The consultant should use the latest version of the State of Vermont Construction and MUTCD Standards. Roadways need to be kept open during construction or alternate routes identified to allow residents access to their homes during construction. It is not anticipated that ROW access will be needed but this should be confirmed by the consultant. Any geotechnical needs should be identified by the consultant and identified in the costs.
- **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.

Consultant Selection Process

Firms to be considered for selection must demonstrate experience in culvert design, permitting, and plans/specification bid development. They should have at least two licensed professional engineers on staff.

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

Primary contact: Chris Kaufman at 802-649-2209 ckaufman@norwich.vt.us

Proposal review will be completed in time to notify the selected consultant no later than mid-May 2024.