

## REQUEST FOR PROPOSALS

**Date:** January 16, 2019  
**To:** Open Invitation to Engineering Firms  
**From:** Burlington Parks, Recreation & Waterfront  
**Re:** Professional Construction Inspection Services for the City Hall Park Improvement Project

### I. GENERAL INFORMATION & SCHEDULE

CONSULTANTS WHO ARE INTERESTED IN RECEIVING ADDENDUMS, OR RESPONSES TO QUESTIONS SHOULD EMAIL THE PROJECT MANAGER WITH COMPANY NAME, CONTACT NAME, EMAIL ADDRESS, AND PHONE NUMBER TO RECEIVE THESE UPDATES AS THEY ARE PROVIDED. Otherwise updates will be posted on <http://enjoyburlington.com/requests-for-proposals> and at <https://www.burlingtonvt.gov/RFP>.

Issue date:	January 16, 2019
Pre-bid meeting:	January 24, 2019
Questions due:	January 29, 2019, 12:00 PM
Question Responses posted by:	February 1, 2019, 12 PM
Proposals due:	February 11, 2019, 12:00 PM
Construction Pre-bid meeting (optional/not required)	January 17, 2019 3:30 pm at the City of Burlington City Hall Building, Conference Room 12, 149 Church Street, Burlington, VT.
Notice of Intent to Award	February 24, 2019
Construction begins	March 2019
Construction completed	May 21, 2020 with substantial completion by November 22, 2019.

Inquiries/submissions to: Nina Safavi, Parks Comprehensive Planner, BPRW  
645 Pine Street, Suite B, Burlington, VT 05401  
[nsafavi@burlingtonvt.gov](mailto:nsafavi@burlingtonvt.gov)  
(802) 865-7248

#### I. Introduction

This Request for Proposals (RFP) invites responses from qualified, professional engineering consultants to provide Construction Inspection Services related to the City Hall Park Rehabilitation project. The Consultant will work with Burlington Parks, Recreation & Waterfront (BPRW), related City staff, Municipal Project Manager (MPM), and related project consultants prior to construction, during construction and post construction of City Hall Park. The project area is managed by the City of Burlington and is located in downtown Burlington.

Today City Hall Park has two identities: the bustling, much-loved center of the City during weekends, and the somewhat isolated and sparingly-used space during weekdays and evenings. The park's current infrastructure is not adequate to serve users of the space during either of those times. The plan for redesigning City Hall Park prioritizes a healthy, functioning urban park, accessibility for all users in all seasons, and the enhancement of this historic space to meet the modern needs of the community.

Additionally, some of the park's old infrastructure is failing; there is extensive soil compaction, which contributes to inadequate management of stormwater runoff, and the fountain's mechanical and water equipment need to be replaced.

Plans for City Hall Park have been refined since 2012 as a result of public and stakeholders' input. First through the *Imagine City Hall Park* process, and then as part of the *Great Streets* Initiative, thousands of community members have offered their input on the future of this park and their reactions to various iterations of the plans for its reconstruction. More background information on the project is available at [enjoyburlington.com/city-hall-park-improvements](http://enjoyburlington.com/city-hall-park-improvements).

The City Hall Park Rehabilitation is a part of the larger Great Streets initiative, which culminates five years of community planning efforts that have confirmed broad agreement for a well-designed, multi-use, multi-modal downtown street network that is linked to a more vibrant and inviting public realm at the heart of the City.

This project will take place in Burlington's Downtown and the selected firm must have experience working in such locations. The selected firm must show experience in being creative in working with the contractor and the City to address concerns such as, but not limited to access to properties and traffic control or coordinating adjacent work that could impact private property.

Burlington parks Recreation & Waterfront, herein after referred to as BPRW, is soliciting Construction Inspection Services for the above referenced project. Construction includes, but is not limited to, the construction inspection services stated in the Scope of Work.

This RFP has been issued in advance of advertisement for bids for the construction of the project.

### **Project Description**

BPRW seeks to work only with highly qualified personnel for all aspects of the work, all with solid references and many years in the field. Please carefully consider which resumes you submit, as this will define your proposal for the individuals that would conduct work for BPRW under this solicitation.

City Hall Park is located at 149 Church St. and listed with Parcel ID 049-114-000 on the City of Burlington Parcel Tax map. Given the urban historic nature of the project area and the contaminants known to be present, BPRW will hire an independent Qualified Environmental Professional (QEP) to oversee testing and management of soils. The Construction Administration Resident Engineer (RE) will coordinate directly with the project QEP on site and during construction-related activities.

The City Hall Park project proposes the rehabilitation of the 2 acre park that is located within the City of Burlington City Hall Park, generally bounded by Main Street, St. Paul Street, College Street, and the back side of City Hall.

Design development is complete and the construction bid was issued on January 10, 2019. Construction is slated to begin in spring of 2019 with substantial completion anticipated in fall of 2019.

This project will be funded through municipal funds.

The Municipality has appointed Nina Safavi, Parks Comprehensive Planner as the City Project Manager (CPM) to act as its representative for project development. In the event the CPM is not available, the appropriate contact person is Laura Wheelock, Public Works Engineer. This project is managed locally and the City is expecting to hire a Municipal Project Manager prior to the start of construction to oversee the day-to-day management of the project. The Municipality provides the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. This RFP seeks bids in order to select and hire a consultant that can provide these construction inspection services to the City of Burlington.

The following relevant documents are available online:

- Construction plans: [https://www.burlingtonvt.gov/sites/default/files/CHP\\_BIDSET\\_19\\_1\\_09.pdf](https://www.burlingtonvt.gov/sites/default/files/CHP_BIDSET_19_1_09.pdf)
- City Hall Park Improvement Project Construction Contract Documents:  
[https://www.burlingtonvt.gov/sites/default/files/Great%20Streets%20CHP%20Bid%20Docs%2019\\_01\\_09.pdf](https://www.burlingtonvt.gov/sites/default/files/Great%20Streets%20CHP%20Bid%20Docs%2019_01_09.pdf)

All Work will be accomplished in accordance with the following:

- Manual of Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2011
- VTrans General Special Provisions for 2011 Standard Specifications
- VTrans Supplemental Specifications
- Project Special Provisions
- Burlington Great Streets Standards

### **III. PROJECT SCOPE OF WORK**

The consultant hired to perform these services should be qualified to perform a variety of inspection, record keeping and construction engineering activities including, but not limited to:

Services will generally consist of a Resident Engineer (RE) coordinating and facilitating a preconstruction conference, review of Contractor submittals, material testing and certification, review of material testing results, coordination with the City and Contractor, full-time on-site construction observation, and final inspection. The selected RE will consult with and fully inform the City on project progress throughout the duration of this contract. RE Services will also include monitoring of the construction schedule with respect to completion deadlines, review of and making recommendations on applications for payment and recommendations on any extra work claims, site reports, and providing the City with recommendations on percentage of work complete for Contractor payment. RE Services will be provided in accordance with the Vermont Agency of Transportation (VTrans) "Construction Manual" dated April, 2014.

The City is simultaneously procuring a Municipal Project Manager (MPM) to assist City Staff with this project. The MPM and the Construction Admin shall be allowed to be from the same firm, however the staff for the onsite inspection portion of the scope of work and the MPM services should be different.

#### **Task 1: Administration**

1. Proactively maintain communication with the City Project Manager (CPM) and Municipal Project

Manager (MPM) on a regular basis.

2. Coordinate with City representatives, Design Engineer, QEP, Construction Contractor(s), and any State or Federal representatives.
3. Provide coordination with adjacent businesses and stakeholders to the project that are impacted by the work, assist with public outreach.
4. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
5. Attend the required pre-bid meeting if available, be familiar with the construction documents, be able to respond to bidder questions, and discuss construction ramifications of alternatives proposed at the pre-bid meeting.
6. Coordinate, conduct, schedule, and oversee the pre-construction conference.
7. Coordinate and conduct weekly Construction Status meetings. Participate in these regularly scheduled weekly Construction Status meetings including City representatives, Design Engineer, QEP, Construction Contractor(s), and State or Federal representatives. Contribute updates on all relevant aspects of the project, anticipated “pinch points” with schedule and sequencing, etc. and potential cost delay ramifications.
8. Attend all other job-related meetings.
9. Coordinate, conduct, schedule, and oversee the final inspection.
10. Coordinate and maintain a schedule with specified milestone dates for the project; the schedule must allow for necessary review periods for all parties involved with the project.
11. Ensure the Contractor contacts Dig-Safe and provides the City with the Dig-Safe Identification number as part of project documentation.
12. Prepare Daily Reports, including quantities. A copy of the Daily Reports are to be maintained on site, with a copy provided to the MPM daily.
13. Maintain a Project Site Record including photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This Project Site Record must be available for reference by City representatives, Design Engineer, QEP, Construction Contractor(s), and State or Federal representatives. The Project Site Record shall be provided to the MPM at a minimum on a weekly basis, and provided daily if determined necessary by the MPM.
14. Accompany City representatives, Design Engineer, QEP, Construction Contractor(s), and State or Federal representatives on site visits to the project.
15. Report immediately any unusual occurrences and all accidents occurring within the project limits to the City.
16. Calculate and verify the final contract quantities.
17. Review and submit to the City, or the Design Engineer if required by the City, any suggestions or requests made by the Contractor to change or modify any requirements of the Plans or Contract Documents.
18. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the Contractor and of work done on behalf of the City.
19. Prepare a Contractor’s progress payment estimate on a bi-weekly or monthly basis. If the Contractor elects to prepare the progress payment estimate, the RE will review the progress payment estimate prior to submitting to the City for payment.
20. Issue a Certificate of Substantial Completion at the appropriate time, with concurrence from the MPM.
21. Provide certification to the City that this project was constructed as designed, subject to appropriate and necessary revisions during construction, and in substantial conformance with

all project specifications and that all necessary contract provisions were fully complied with.

#### Task 2: Construction Inspection

1. Maintain a presence on the project during all times when Contractor and Subcontractor activities are underway.
2. Ensure that the Contractor is in compliance with all construction contract requirements including City permits and ordinances, property rights agreements, erosion and sediment control, stormwater management plan, State permits/regulations/statutes, Federal regulations/statutes, and exercise the Resident Engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.
3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section (VTrans) and the Vermont Department of Environmental Conservation (VT DEC).
4. Maintain a set of red-line plans during construction as well as the development of CADD drawings with all as-built information incorporated for delivery to the City when the project is complete.
5. Track any utility relocation and plotting of final facility locations on the final as-built plans.
6. Provide erosion control monitoring in accordance with applicable permits.
7. Review and verify traffic control activities with City representatives, Design Engineer, QEP, and Construction Contractor(s).
8. Ensure that excessive dust is not generated and that site soils, or perceived site soils, cannot be tracked offsite on truck tires or equipment tracks.
9. Ensure that completed work complies with the plans and specifications and is true to line and grade.
10. Make an inspection of work completed at such time as the Contractor may claim substantial completion with a Contractor's representative and MPM and issue a list of items to be corrected or completed.
11. Develop and maintain a unit quantity spreadsheet that assigns the expense to the appropriate funding resource according to funding resource eligibility.
12. Immediately report any unusual soil or groundwater characteristics (staining, color, odor, debris, sheen, etc.) to the QEP.

#### Task 3: Materials & Equipment Testing and Inspection

1. Ensure that materials and equipment are fabricated and tested in accordance with contract documents in advance of installation; ensure that the independent laboratory is performing preliminary process control tests on material. Review the test reports and certificates and forward to the City for decision on acceptability.
2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
3. Record materials certifications in accordance with VTrans' procedures and, as appropriate, in coordination with the VT DEC.
4. Maintain a copy of all submittals provided by the Contractor(s), and submittal approvals and or denials. Ensure that all materials have been properly reviewed and approved prior to their use on site.

#### Additional Task Detail

Weekly Construction Meetings:

Coordinate, prepare for, conduct, and document weekly construction meetings on site with the Construction Inspection RFP

Great Streets; City Hall Park Rehabilitation

Contractor and City in attendance. The purpose of the meetings will be to review progress, answer questions, and identify action items. Following is a list of typical agenda items to be covered: traffic control, dust mitigation, site soil tracking, construction signing, permitting criteria, public outreach, erosion and sediment control, material sources and waste, materials testing, borrow and staging areas, coordination with state agencies, utility coordination, Requests for Information, updated schedule, and other topics as required.

#### Project Site Record:

Maintain a Project Site Record throughout construction. The purpose of the site will be to compile field information and manage Contractor submittals in real time. The site will be accessible by the Contractor, testing firm, and City staff at all times. Information to be filed includes: materials testing, materials certifications, site photos, progress updates, construction schedules, daily reports, Requests for Information, major correspondence, contract documents, and contract plans.

#### Material Acceptance & Testing:

The selected Resident Engineer will engage a testing Sub-contractor to perform the independent materials sampling and acceptance testing required by the specifications as well as the VTrans Materials Sample Manual (MSM). Further, the selected RE will coordinate the implementation of the Corrective Action Plan (CAP) with the QEP. The selected RE will determine the amount/timing of materials sampling and testing and directly coordinate with and receive test results from the testing Sub-contractor.

- Sampling & Testing Acceptance – The selected RE will monitor independent testing and sampling results with respect to materials, compaction requirements and pavement to determine compliance with the plans and specifications. The testing and sampling for final acceptance will be completed by the independent testing agency on materials in-place and on site. Preliminary acceptance of materials can be completed by the independent agency off-site with source testing or visual inspection of materials.
- Certification Acceptance – Materials may be accepted and payment made based upon Certifications of Compliance as required by the specifications. The selected RE will collect and file certification information with project records.
- Field Inspection Acceptance – Materials such as mulch, fieldstone and other natural materials not requiring testing or certifications may be accepted by field inspection. The selected RE will document field inspection acceptance with project records.
- Coordination – The RE will communicate and coordinate all soils-related activities with the QEP and the MPM.

#### Observation of Work:

The selected RE will observe the progress and quality of the work completed by the Contractor and be familiar with all work in progress and determine if the work is proceeding in accordance with the construction contract through the following oversight:

- Coordination with the City, Contractor, and testing Sub-contractor;
- Project documentation including construction observation logs, photos, field measurements & meeting memos;
- Review of Contractor submittals which may include product data, material test results, certificates of compliance, and other data, and recommendations for approval or rejection;

- Observation of clearing & grubbing prior to the start of subgrade construction including the removal of all trees, stumps and topsoil from pathway limits;
- Observation of the removal and placement of concrete and asphalt on site and coordination with testing sub-consultant to ensure compliance and testing with the approved plans and specifications;
- Observation of subgrade preparation for material, line, grade, compaction and conformance with the approved plans prior to the start of sub-base placement; compaction testing frequency shall be as required by the MSM or as determined by the testing Sub-contractor;
- Oversight of the testing Sub-contractor who is responsible for all sieve and proctor analysis reports of the proposed dense graded crushed stone material; testing shall be performed prior to paving operations in accordance with the MSM; the selected RE will observe dense graded crushed stone placement for material, shape, grade, compaction and conformance with the approved plans prior to the start of paving operations.
- Review of paving mix design, batch slips as paving progresses and be present to observe the paving operation process for conformance with the approved plans.
- Observation of the construction and installation of required curbing for compliance with approved plans and Contract Documents.
- Observation of the detour signing for compliance with the approved plans.
- Evaluation of any Contractor extra work claims; the selected RE will provide the City with an opinion as to the validity of the extra work request with respect to the original scope of work per the approved plans and specifications.

#### Daily Reports:

The selected RE will prepare Daily Reports to document activities that are taking place at the construction site and including but not limited to the following detail: weather, operations in progress, equipment on site, Contractor personnel on site, information affecting overall progress of the work, completeness of various phases of work, quantity logs (volume of soil stockpiled, volume of soil taken off site, volume of dewatering, etc.), record of discussions with Contractor and any actions taken as a result, list of daily Sub-contractors, non-conformances, and safety concerns.

#### Project Close-Out:

The selected RE will schedule a final inspection with the City and Contractor upon substantial completion of construction. The purpose of the meeting will be to prepare a punch list of remaining work items. The selected RE will prepare the punch list from outstanding work items discussed and field-confirmed. Upon final completion, the selected RE will provide a letter documenting City Acceptance of the Work which will indicate that all items on the punch list have been completed and the work is complete.

## **IV. PROCESS OVERVIEW, SUBMITTAL CONTENTS & REQUIREMENTS**

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

### **A. A Technical Proposal consisting of:**

1. A cover letter expressing the consultant's interest in working with the City of Burlington



including an 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 and an explanation of any variances to the proposed scope of work as outlined in this RFP.
3. A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task and a summary of estimated labor hours by task.
4. A list of individuals that will be committed to this project and their professional qualifications, certificates, and related safety training. The names and qualifications of any sub-consultants shall be included in this list. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the MPM prior to utilization or invoicing.
5. A list of references for similar work with a minimum of 3 references that are not currently employed with the City of Burlington.
6. Describe experience of similar construction projects and familiarity with the VTrans Standard Specifications for Construction.
7. A proposed means of providing the equipment and supplies required to carry out the prescribed duties.
8. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
9. Signed and notarized attachments Livable Wage Ordinance Form, Outsourcing Ordinance Form and Union Deterrence Ordinance Form
10. A Letter of Transmittal and two copies of the proposal if sent through the mail. If sent electronically, all documents shall be in .pdf format.
11. The Technical proposal shall be clear and concise, not exceeding twenty-five (25) 8 ½" x 11" pages. Information better suited to a larger paper size should be folded to an 8 ½" x 11" size. Proposals should be double-sided and use recycled paper, if possible.

A. The Cost Proposal shall consist 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.
2. Bidders shall provide on-site construction inspection services at 50 hours/week during construction operations (this includes routine duties such as daily reports, job meetings, preparation of minutes, etc.). Cost proposals shall include estimates of reimbursable expenses including mileage, sampling and testing expense.



3. A company billing rate sheet including standard billing rates, overtime rates and policies, and expense costs.
4. A maximum budget amount of inclusive of all fees and expenses.

## V. EVALUATION CRITERIA

*A committee that includes officials from the City of Burlington will make the consultant selection. The selection committee will review and evaluate all proposals based on the following criteria:*

<b><u>CRITERIA</u></b>	<b><u>WEIGHT</u></b>
1. Understanding the Scope of Work	20%
2. Qualification of Firm with Similar Projects	10%
3. Experience of Assigned Staff	20%
4. Reasonableness of Labor Hour Schedule	15%
5. Proven record of successful completion of similar projects	5%
6. Cost	30%

The selection committee may elect to interview consultants prior to final selection. The City of Burlington reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

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 Municipality requesting approval of such a change. This said, the Municipality reserves the right to negotiate with any qualified source, to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Municipality to do so. The Municipality reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This RFP in no way obligates the Municipality to award a contract. The Municipality assumes no responsibility and liability for costs incurred by parties responding to this RFP or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract. The cost of preparing, submitting and presenting is the sole expense of the submitting entity.

## VI. TERMS & CONDITIONS

### Communications

It is important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted on the Parks & Recreation website at: <http://enjoyburlington.com/opportunities/requests-for-proposals/> and <https://www.burlingtonvt.gov/RFP>. Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered. Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications.

Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

#### Partnerships

Consultants may team up with other firms, local or otherwise, in order to provide whatever diversity is deemed necessary for completing the project tasks.

Note that the selected Contractor shall be required to submit insurance certificates, performance and payment bonds, and may be asked to provide a client list if they haven't already done work in the City of Burlington.

#### Evaluation, Acceptance or Rejection of Proposals

The City of Burlington, Vermont reserves the right to consider proposals for 14 days after receipt thereof, and further reserves the right to accept or reject any or all proposals, waive any defects, informalities and minor irregularities, to accept exceptions to these specifications, negotiate with one or more parties, and make such awards or act otherwise as it alone may deem in its best interest. Proposals will be reviewed and evaluated by Department staff based on the information provided in the proposal. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals.

#### Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Burlington's Human Resource department at (802) 865-7145.

#### Limitations of Liability

The City of Burlington, Vermont assumes no responsibility and liability for costs incurred by parties responding to this Invitation for Bids or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

#### Ownership of Documents

Proposals, plans, specifications, and other documents prepared and submitted under this RFP shall become the property of the City. Proposals, plans, specifications, basis of designs, electronic data, designs and reports prepared under any agreement between the selected contractor or consultant and the city shall become the property of the City. Records shall be furnished to the City by the Contractor upon request at any time, however the Contractor or Consultant may retain copies of the original documents.

#### Public Records

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are

believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

#### CONTRACT REQUIREMENTS

Contractors are advised to review all the attached sections of this document in advance of submitting a proposal. The City of Burlington reserves the right to alter or amend any or all of these provisions in the project contract.

#### General Compliance with Laws

The Contractor shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance.

#### Other terms

Equal Opportunity: the selection of Contractor shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see [ATTACHMENT A](#)).

Contractor and all subcontractors will be subject to the City's Standard Contract Provisions as outlined in ATTACHMENT B.

