



## REQUEST FOR PROPOSALS (RFP)

**Date:** 01/18/2019

**To:** Open Invitation to Professional Design Consultants

**From:** Department of Parks, Recreation & Waterfront, Planning Division (BPRW)

**Re:** Arms Forest multi-use trail scoping study and design

### I. GENERAL INFORMATION & SCHEDULE

This Request for Proposals invites responses from qualified, experienced professional design, engineering, and landscape architecture consultants to assist the City of Burlington Department of Parks, Recreation & Waterfront in the design of a multi-use trail network within an ecologically-sensitive forest and park. Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted as they are received at:

<http://enjoyburlington.com/opportunities/requests-for-proposals/>

January 18, 2018: RFP Issued; 9:00 AM

January 25, 2018: Optional Site Visit; Meet at N. Ave Alliance Church Trailhead at 10 AM;  
901 North Ave., Burlington, VT

**February 6, 2018:** **Proposals Due by 8:00 AM**

April 20, 2018: Project Completion

Inquiries/submissions to: Max Madalinski, Parks Project Coordinator  
Burlington Parks, Recreation & Waterfront  
645 Pine Street, Suite B, Burlington, VT 05401  
mmadalinski@burlingtonvt.gov  
(802) 881-4000



## **II. PROJECT DESCRIPTION**

The project is located in an area known as Arms Forest in Burlington, Vermont. Arms Forest is an 80 acre forest that stretches across five different parcels owned by different private or public entities. Within this forest exists approximately 3.5 miles of trail, almost entirely informally created. BPRW seeks a consultant to develop a trail network master plan, construction ready cross-sections, wayfinding plan, and phasing strategy and cost estimates

### **The project includes, but is not limited to the following tasks:**

#### **A. DESIGN TASKS (MANDATORY):**

- 1) Project Review and Exploration
- 2) Trail Analysis and Siting
- 3) Trail Cross-section Design
- 4) Construction Cost Estimates and Phasing Strategy
  - a. Tiered Constructability
    - i. Contractor Build
    - ii. Internal/Staff-led Build
    - iii. Volunteer Project Build
  - b. 3-year Schedule
  - c. Linear foot construction costs
- 5) Permit Research

#### **B. PROJECT OUTREACH (ADD/ALTERNATE)**

### **Project Background:**

In the mid 1960's the City took title to a 31-acre parcel known as the Arms Grant Property. This parcel sits in the center of the 80 acre Arms Forest Area. Over the past 10 years, the City of Burlington has been working with the abutting land owners of the Arms Grant (North Ave Alliance Church, The Episcopal Diocese, The Elks Lodge, and the Burlington High School) in the pursuit of shared and aligned management structures that best support the ecology of Arms Forest.

The City has been successful in achieving support from most of the abutting land owners in developing aligned management structures. With this in mind, we have begun a process of gathering scoping data to support and inform the design of a sustainable multi-use trail network that protects the site's valuable ecology.

#### Scoping data prepared to date

- 2018 Ecological Assessment – this report explains the underlying matrix of bedrock and soils and suite of natural communities that characterize Arms Forest forms as an ecologically functional landscape that includes several state and locally significant natural features. It outlines Arms' role as a keystone landscape bridging the lakeshore communities and the extensive riparian habitats along the Winooski River. Maintaining and enhancing ecological function across Arms Forest is fundamental to conserving local and regional biological diversity.



- Trail Counting Data – trail counters have been placed at the three most popular trailheads of Arms Forest. These counters are still active and have been in place since August of 2018.
- Community Survey – this fall BPRW began collecting data regarding community use of Arms Forest. This survey has had about 300 responses.

#### **Project Standards:**

This project must utilize design strategies that strengthen the landscape's ecology, management of stormwater runoff, trail connections, and aesthetic and material connections to the Burlington Greenway. The project must consider place-making and future plans and incorporate innovative and intentional civil and structural engineering, geotechnical expertise, and landscape architectural design.

The multi-use design may require approval from City boards, commissions and City Council. A keen sensitivity towards both positive public outreach and sound project development is required.

Existing supporting documents include:

- Arms Forest Ecological Assessment (2018)
- Arms Grant Land Management Plan (2003)
- Trail Management and Maintenance Plan (2013)
- Community Survey Summary Results (<https://www.surveymonkey.com/results/SM-FCKCTZPCV/>)
- Trail Count Report
- BPRW Master Plan (<https://enjoyburlington.com/bprw-master-plan/>)

For information on the City of Burlington's Parks and Recreation Department, please visit: [www.enjoyburlington.com](http://www.enjoyburlington.com).

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

#### **Project Scope:**

The selected consultant team will provide the City with professional services to realize the successful creation of a vibrant and ecologically sensitive multi-use trail network. It is anticipated that consultant teams will provide, at a minimum, appropriate landscape architecture, general civil, storm water, and environmental expertise to complete the following tasks:

**DESIGN TASKS:** Design tasks will include, but will not be limited by the following:

**Task 1 Project Review and Exploration:** Review supporting documents listed above. Coordinate a minimum of one (1) project kick-off meeting and charrette with relevant BPRW staff.

**Task 2 Trail Analysis and Siting:**



- Assess the condition of the existing trail network and create a map of existing conditions overlaid with relevant background information
- Identify trails segments that should remain, trails to be removed or permanently closed, and any additional trails that may be added to improve the network.
  - Trail recommendations should include estimated distances, grades, intersections, and difficulty levels
  - Trail recommendations shall focus on protecting Arms' sensitive ecology and trail sustainability
- Identify locations and conceptual improvements for trailheads
- Propose a signage plan for wayfinding and interpretation
- Provide recommendations for trail maintenance and construction
- Provide documents for BPRW Review at 50%, 75%, and 100% completion

**Deliverables:** Existing Conditions Map and Conceptual Trail Master Plan (Print Copy, PDF, and GIS format) with accompanying narrative (Print Copy and PDF).

**Task 3 Trail Cross Section Design:** Provide typical cross sections for all trail improvements identified under Task 2. Cross-sections should be to scale and provide adequate detail for construction.

**Deliverables:** Trail Cross Sections for construction in print and PDF formats.

**Task 4 Construction Cost estimates and Phasing Strategy:**

- Rank and prioritize trail improvements according to their difficulty of constructability:
  - Volunteer Build
  - BPRW Staff Build
  - Contractor Build
- Prioritize trail improvements for a 3-year timeline. Timeline should account for the total construction budget of \$150K
- Provide the following cost estimates for improvements identified under Task 2 :
  - Linear foot cost estimate
  - Total cost to improve segment
  - Total conceptual budget

**Deliverables:** Cost estimates and Phasing Strategy in print and PDF formats.

**Task 5 Permit Research:** Identify all applicable permits for any trail improvements identified under Task 2 and their cost implications and typical timelines.

**Deliverables:** Narrative of applicable permits in print and PDF formats.

**PROJECT OUTREACH (add/alternate):** Consultant will lead and facilitate at least one community meeting with the objective of informing and educating stakeholders about design and construction process and to provide time for feedback and comment. BPRW staff will lead outreach and securing of a meeting space.



- Potential second public meeting at 75% Design Review

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

Responses to this RFP must be not more than 24 pages in length (12 double-sided or 24 single-sided pages) and include the following:

- 1) Qualifications Detail consisting of:
  - a) Cover letter including statement of understanding & approach to this project; the statement should describe the applicant's understanding of the project and the special skills and innovative thinking that the team would bring to the project.
  - b) Attachment A (provided in this RFP package): Signed by a representative of lead contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
  - c) Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate. Clearly indicate the applicant's designated team leader for the project as well as the specific individuals who will be assigned to the work and their respective expertise in such work.
  - d) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Include graphic representation. Links to similar or relevant projects are encouraged.
  - e) List of References: Provide a minimum of three client references with which the applicant has provided similar design/build services within the last ten years. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.
- 2) Technical Proposal consisting of:
  - a) A description of the 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;
  - b) A scope of work that includes steps to be taken, including any products or deliverables;
  - c) A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each sub-contractor by task;
  - d) A proposed schedule that indicates project milestones and overall time for completion; expedited schedules will receive a higher ranking;
  - e) Any other information deemed necessary to address the requests of this RFP.
- 3) Cost Proposal consisting of:
  - a) A composite schedule by task of direct labor hours;
  - b) An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant);
  - c) A maximum budget amount of inclusive of all fees and expenses.



Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in both digital (PDF) and printed formats. Provide a digital file, which may be emailed or submitted on a CD or thumb drive. Print copies will also be accepted, but are not required. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in 11" x 17" format.

Additional requirements are as follows:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Each applicant MUST provide their submittal electronically as a PDF.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

Proposals and questions shall be submitted to Max Madalinski, Parks Project Coordinator, Burlington Parks, Recreation & Waterfront at [mmadalinski@burlingtonvt.gov](mailto:mmadalinski@burlingtonvt.gov).

Proposals may be mailed or delivered to:  
Max Madalinski, Parks Project Coordinator  
Burlington Parks, Waterfront & Recreation  
645 Pine Street, Suite B Burlington, Vermont 05401

## V. EVALUATION CRITERIA & ANTICIPATED SCHEDULE

### Evaluation Criteria

Submittals will be evaluated by City staff using the following criteria as a measure of the applicant's ability to successfully complete the project scope of work. Consultants will be scored up to a maximum of 100 points based on the following:

- |  |          |
|--|----------|
| 1. <b>Experience &amp; Qualifications</b> relevant to key personnel and/or sub-contractors | (15 pts) |
| 2. <b>Project Understanding</b> of the project, goals, issues, and local need              | (15 pts) |
| 3. <b>Technical Understanding</b> Depth of relevant technical experience                   | (15 pts) |
| 4. <b>Municipal Experience</b> with agencies of similar size, structure and complexity     | (15 pts) |
| 5. <b>Depth of Related Skills</b> required to successfully complete the project            | (10 pts) |
| 6. <b>Demonstration of Innovative Approaches</b> Levels of utilization and solutions       | (10 pts) |
| 7. <b>Ability to Meet the Schedule</b> required to complete the plan and deliverables      | (10 pts) |
| 8. <b>Quality &amp; Clarity</b> and completeness of Submittal Package                      | (10 pts) |

### Full Project Schedule

- |                                    |  |
|------------------------------------|--|
| • Friday, January 18, 2018:        | RFP Issued; 9:00 AM  |
| • Friday, January 25, 2018:        | Optional Site Visit; Meet at N. Ave Alliance Church Trailhead; 901 North Ave., Burlington, VT at 10 AM |
| • <b>Friday, February 1, 2018:</b> | <b>Questions Due by 8:00 AM</b>  |
| • <b>Friday, February 8, 2018:</b> | <b>Proposals Due by 8:00 AM</b>  |
| • Thursday, February 14, 2018:     | Notice of Intent to Award  |
| • Friday, February 15, 2018:       | Contract Signed  |
| • Wednesday, February 20, 2018:    | Project Begins   |



- **Friday, May 31, 2018:**

**100% Documents complete**

## **VII. 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/>. 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, crime victim 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 Human Resources Department at (802) 540-2505.

### 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.





## ATTACHMENT A

Understanding of RFP Procedure, Terms and Conditions

***This page to be returned with qualifications submission***

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_