



## REQUEST FOR PROPOSALS

**Date:** January 28, 2019

**To:** Professional Engineering Consultants

**From:** Burlington, VT Department of Parks, Recreation, and Waterfront (BPRW)

**Re:** Resident Engineering Services for Burlington Greenway Rehabilitation Phase 3a

### I. LOCATION

**0 Flynn Ave., 0 Pine St., 50 Lakeside Ave., 53 LaValley Lane and 1 Maple Street, Burlington, VT 05401**

Phase 3a begins at Perkins Pier, near the intersection of Maple St. and Battery St and ends, in the south, at the north end of the bridge connecting Oakledge Park to the Lakeside neighborhood. Between those points, the Greenway travels through or adjacent to the Wastewater Treatment Facility, Roundhouse Point, The Barge Canal (officially the Pine St. Canal), the former Blodgett Ovens property, and through the Lakeside Neighborhood.

### II. DESCRIPTION OF PROJECT

BPRW solicits scope and cost proposals for resident engineering (RE) services to provide oversight and inspection for the Burlington Greenway, Phase 3a project. Construction scheduled to begin in April 2019. Selected resident engineering company to provide constructability review of final bid package and consulting support during the bid process. The selected RE will be expected to provide oversight for this project from construction contractor selection to substantial completion and will be expected to coordinate with City staff, the project's design consultant (Vannasse, Hangen, Brustlin, Inc.), the project's Qualified Environmental Professional (QEP, The Johnson Company, Inc.), and the selected construction contractor. Please review the following supporting documents and section **III. Scope of Work** for detailed plans and specifications.





#### Supporting Documents:

- 75% Drawings Burlington Greenway Rehabilitation (VHB)
- Engineer's Opinion of Cost, December 2018

Through the late summer and fall of 2018 BPRW has been working with Vannasse, Hangen, Brustlin (VHB) to complete 100% construction-ready documents for the first of two sub-phases of construction for the third and final phase of the Burlington Greenway, from the southern limit at Queen City Park Road to Perkins Pier. The scope of this RFP includes only the most northern and southern portion of that section, at the northern end of the path bridge at the northern border of Oakledge Park and ending at Perkins Pier. Additionally, the southern portion of Segment 0, beginning at Queen City Park Road and ending at the path's intersection with Home Ave. Substantial completion of Phase 3a is anticipated to be December, 2019 with full completion by May 15, 2020.

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

#### Task 1: Administration

1. Proactively represent City's interests, collaborate with project team, problem solve and advocate for efficiency and quality
2. Maintain positive project public relations and refer all public questions to the City Project Manager
3. Proactively maintain communication with the City Project Manager (CPM) on a regular basis.
4. Coordinate with City representatives, Design Engineer, Qualified Environmental Professional (QEP), and Contractor superintendent
5. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
6. Attend the required pre-bid meeting, 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.
7. Coordinate, conduct, schedule, and oversee the pre-construction conference.
8. Coordinate and conduct weekly Construction Status meetings. Participate in these regularly scheduled weekly Construction Status meetings including City representatives, Design Engineer, QEP, and Construction Contractor(s). Contribute updates on all relevant aspects of the project, anticipated "pinch points" with schedule and sequencing, etc. and potential cost delay ramifications.
9. Attend all other job-related meetings.
10. Coordinate, conduct, schedule, and oversee the final inspection.



11. 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.
12. Ensure the Contractor contacts Dig-Safe and provides the City with the Dig-Safe Identification number as part of project documentation.
13. Prepare Daily Reports, including quantities. A copy of the Daily Reports are to be maintained on site, with a copy provided to the CPM daily. It is imperative that Daily Reports are reviewed by CPM before they are distributed
14. 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 CPM at a minimum on a weekly basis, and provided daily if determined necessary by the CPM.
15. Accompany City representatives, Design Engineer, QEP, Construction Contractor(s), and State or Federal representatives on site visits to the project.
16. Report immediately any unusual occurrences and all accidents occurring within the project limits to the City.
17. Calculate and verify the final contract quantities.
18. 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.
19. 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.
20. 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.
21. Issue a Certificate of Substantial Completion at the appropriate time, with concurrence from the CPM.
22. 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. Resident engineer must maintain full-time presence during all active construction. There may be some instances when the QEP will be on-site and could manage necessary project oversight. Such instances should be coordinated with the QEP and communicated to the CPM.
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 CPM for approval or rejection.
3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the project QEP, 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 in BPRW GIS system that will be finalized at the closure of project and delivered to BPRW as final as-built drawings for permanent record.
  - Geo location of any and all utility relocations and plotting of final facility locations on the final as-built plans.
  - Geo locate any and all existing underground utilities encountered during construction activities
5. Provide erosion control monitoring and compliance in accordance with applicable permits.
6. Review and verify traffic control activities with City representatives, Design Engineer, QEP, and Construction Contractor(s).
7. 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.
8. Ensure that completed work complies with the plans and specifications and is true to line and grade.
9. Make an inspection of work completed at such time as the Contractor may claim substantial completion with a Contractor's representative and CPM and issue a list of items to be corrected or completed.
10. Develop and maintain a unit quantity spreadsheet that assigns the expense to the appropriate funding resource according to funding resource eligibility.
11. 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 QEP and 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.

#### **IV. ESTIMATED CONTRACT**

In compliance with City procurement and competitive bid processes, please provide a detailed cost proposal to complete the scope of work detailed in section III for oversight of construction to accomplish the project's base bid.

Please review attached sample Standard Contract Provisions. (ATTACHMENT B). Selected consultant will be required to sign an agreement with the City of Burlington subject to all of these provisions.



- **Questions due:** **Friday, February 1, 2019**
- **Bids due:** **Friday, February 8, 2019 by 4:30 PM**
- Notify Apparent Bid Winner: Monday, February 11, 2019
- Board of Finance Approval: February 25, 2019
- City Council Approval: February 27, 2019
- Contract signing: March 1, 2019
- Construction bid issued: March 5, 2019
- Construction bids due: March 22, 2019
- Apparent Bid Winner Notified: March 28, 2019
- Construction begins: As early as April 15, 2019
- Construction substantially complete: December 15, 2019 (estimated)

#### **V. BID SCHEDULE & CONTACT INFORMATION**

**Please submit all questions by Friday, February 1 at 4:30PM. An addendum will be issued on Monday, February 4 by 4:30 PM**

**Please submit complete proposals in PDF format by Friday, February 8, 2019 at 4:30 PM**

Questions and proposals should be submitted in PDF format via email to Jon Adams-Kollitz, Parks Project Coordinator, Burlington Parks, Recreation & Waterfront: [jadamskollitz@burlingtonvt.gov](mailto:jadamskollitz@burlingtonvt.gov)