



## REQUEST FOR PROPOSALS (RFP)

**Date:** March 25, 2016  
**To:** Open Invitation to Qualified Environmental Professionals  
**From:** Burlington Parks, Recreation & Waterfront  
**Re:** Professional QEP Services for the Burlington Bike Path Phase 1b Rehabilitation

### I. GENERAL INFORMATION & SCHEDULE

Issue date: Friday, March 25, 2016, 4:00 PM  
Optional site visit: Wednesday, March 30, 10:45 AM (meet at the Skatepark)  
Questions due: Friday, April 1, 2016, 12:00 PM  
Proposals due: Wednesday, April 6, 12:00 PM

Inquiries/submissions to: Jon Adams-Kollitz, Parks Project Coordinator, BPRW  
645 Pine Street, Suite B, Burlington, VT 05401  
[jadamskollitz@burlingtonvt.gov](mailto:jadamskollitz@burlingtonvt.gov)  
(802) 540-0363

This Request for Proposals (RFP) invites responses from Qualified Environmental Professionals to provide Environmental Services related to the Bike Path Rehabilitation Phase 1b project. The Consultant will work with Burlington Parks, Recreation & Waterfront (BPRW), related City staff, and related project Consultants prior to construction, during construction and post construction of Phase 1b. The project area is owned by the City of Burlington and extends from the southern end of the Urban Reserve through North Beach. Additionally, the site includes a connection between the Bike Path Phase 1a construction northern extents and the Waterfront Access North project, located at the northern edge of Waterfront Park and Penny Lane.

The Urban Reserve is listed as site #941585 and the Waterfront Park/WAN Connector is listed within site #20154595 and #870005 on the Vermont Department of Environmental Conservation (VT DEC) Hazardous Sites List. Soil within the project area is known to have the following contaminants at concentrations that exceed the applicable VT soil screening values: arsenic, polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs) and petroleum compounds including total petroleum hydrocarbons (TPH), naphthalene and trimethylbenzene. Groundwater contamination is also present in the Urban Reserve above the VT groundwater enforcement standards and groundwater has not been fully assessed in the other project areas. Given the industrial 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 and potentially groundwater during this project. The QEP will coordinate directly with the project Resident Engineer (RE) on site and during construction-related activities.

BPRW will contract with a firm that identifies highly experienced personnel for work on the project. This may mean a departure from the business model of “delegating down” for fieldwork and reporting. 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.

Questions concerning this RFP must be made via email per the schedule outlined above. Responses to all submitted questions will be posted at <http://enjoyburlington.com/requests-for-proposals> and at <https://www.burlingtonvt.gov/RFP>.

## II. PROJECT DESCRIPTION



**Burlington Bike Path Rehabilitation Project** | Burlington, Vermont

- Bike Path Re-alignment (VHB)
- - - Bike Path Existing Alignment (VHB)
- Urban Reserve Site Boundary (VHB)
- Stream (VCGI)
- Wetlands (VCGI)
- 10 ft. Contour (VCGI)

### Phase 1b Location Map

Sources:  
NAIP - 2013  
VCGI (Various Years)  
VHB (2016)



The Bike Path Rehabilitation project proposes the rehabilitation of the 8-mile, multi-use path that runs through downtown Burlington and along the Lake Champlain waterfront. The project limits extend throughout the entire City of Burlington with the southern terminus of the project at the path intersection with Queen City Park Road and extending north to the Winooski River Bridge.

This project is a phased effort. Full preliminary design for the entire path was completed in July of 2013. Phase 1 of the project consists of Phase 1a (Perkins Pier to Penny Lane) and Phase 1b (Urban Reserve to North Beach, with a path connection at Penny Lane). Construction on Phase 1a was completed during the summer of 2015. Phase 1b design development is nearing completion and the construction bid will be issued in late April of 2016. Construction is slated to begin in June of 2016 with completion anticipated in spring of 2017.

The project objective is to fully rehabilitate the Bike Path: update it to meet current multi-use path standards, increase resiliency, and create a world-class facility to serve Burlington residents and visitors. It is the City's aim to complete the full rehabilitation within the next few years – an ambitious goal given the limited, seasonal construction windows that are impacted by unpredictable weather coupled with the need to keep the path as accessible as possible to users during our busy summer season.

This project will be funded through multiple local, State and Federal funding sources.

### **III. PROJECT SCOPE**

The Phase 1b scope includes the complete renovation of the Bike Path through the Urban Reserve to North Beach. Additionally, a short path connection between Waterfront Park and Waterfront Access North (WAN) will be completed within Phase 1b. The project includes but is not limited to: realignment of the path closer to the waterfront, widening of the paved path, creation of aggregate shoulders, curbing, signage, striping and pavement markings, and the introduction of pause places that will include a variety of amenities (fitness equipment, kiosks, benches, etc.).

QEP responsibilities for this project are anticipated to include, but not limited to: assistance with the preparation of plans through to final design and development of plans, specs and estimates; management and administration of the Corrective Action Plan (CAP); communications and coordination with and between the City and VT DEC; and environmental oversight of active construction including testing and reports. The selected QEP will have environmental consulting expertise in the areas of hazardous and petroleum site assessment and cleanup in Vermont. The QEP will also have extensive experience successfully working with VT DEC and the Environmental Protection Agency (EPA).

The following documents are available on request:

- Burlington Bike Path Phase 1b Corrective Action Plan (CAP), March 2016 Draft, SMS Sites # 941585 and #20154595 and #870005
- Burlington Bike Path Phase 1b Bid Documents, March 2016 Draft

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

1. Proactively maintain communication with the City Project Manager (CPM) on a regular basis.
2. Coordinate with City representatives, Design Engineer, RE, Construction Contractor(s), and State or Federal representatives.



3. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
4. Attend the required pre-bid meeting, be familiar with the Phase 1b CAP and Vermont laws, be able to respond to bidder questions, and discuss environmental management ramifications of alternatives proposed at the pre-bid meeting.
5. Attend all other soils-related meetings and contribute to these meetings with updates on all environmental aspects of the project, anticipated “pinch points” with schedule and sequencing, etc. and potential cost delay ramifications.
6. Provide 8 days of floating, unscheduled visits for on-call respondent needs.
7. For each day of environmental oversight provided or inspection performed, the QEP will prepare a report documenting the environmental aspects of the project. Clear, concise, and defensible, documentation is a priority.
8. 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.
9. Maintain appropriate and necessary records of all project-related tests, inspections, outcomes, and correspondence in relation to verbal, telephone conference, and meeting follow-up. It is imperative that the verbal agreements get followed up with an email documenting the take away points.
10. Accompany City representatives, Design Engineer, VTrans, RE, Construction Contractor(s), and State or Federal representatives on visits to the project as needed and be prepared to discuss all aspects of the project.
11. Participate in regularly scheduled weekly Construction Status meetings with City representatives, Design Engineer, RE, Construction Contractor(s), and State or Federal representatives and contribute to these meetings with updates on all environmental aspects of the project, anticipated “pinch points” with schedule and sequencing, etc. and potential cost delay ramifications.
12. Report immediately any unusual occurrences, findings, data, and all accidents, near-misses or public inquiries occurring within the project limits to the RE and the City.
13. Ensure that the VT DEC-approved CAP is implemented as written and any deviations from this plan are pre-approved by VT DEC and justification of the deviations is appropriately recorded.
14. Submit invoices with a written, detailed status report on each project on the first of each month to the CPM, who reserves the right to request supplemental information to ensure appropriate project progress.

#### Task 2: Materials Analysis & Inspection

1. Implement the CAP in coordination with the VT DEC, the project’s RE and the City. The QEP will be responsible for the coordination of soil and other contaminated media management, PID field screening and disposal in accordance with the CAP, on behalf of BPRW.
2. On behalf of BPRW, execute lab analysis & soil verification sampling of clean fill; to be tested at the source prior to use on the construction site which may require multiple samples from the source site. While clean fill testing is not required by the DEC, this is the City's due diligence; records to be provided to DEC through project reporting requirements.
3. Ensure that materials are tested in advance of installation. Review the analytical results prepare summary of findings, and forward to the City for decision on acceptability. Coordinate with the project’s RE and the City.
4. Present verification results to VTDEC as appropriate.



### Task 3: CAP Completion/As-Built Reporting

QEP will prepare a CAP Completion/ As-Built Report that includes the following:

1. Description of work performed;
2. Description of remedial system installed;
3. Deviations from approved Corrective Action Plan and justification for deviation;
4. Site plan with treatment locations;
5. Photo documentation;
6. Site restoration;
7. Waste disposal manifests (as necessary);
8. Cleanup field notes, oversight reports, and signed statement from an overseeing environmental professional that speaks to the quality and effectiveness of CAP implementation.
9. Inspection results;
10. Notices to the land records, as appropriate; and
11. Recommendations for additional work and/or monitoring (as needed).

### Additional Task Detail

#### Material Acceptance & Testing:

The selected QEP will engage a qualified, sub-contracted analytical laboratory to perform the independent analysis of environmental media required by the approved Corrective Action Plan (CAP). The selected QEP, in coordination with VT DEC, will determine the quantity/timing of sample analyses and directly coordinate with and receive analytical results from the sub-contracted laboratory.

- Sampling & Testing Acceptance – The selected QEP will monitor independent sampling results with respect to excavation, soil disposal, and clean fill to determine compliance with the approved CAP and specifications. The sampling and analyses for final acceptance will be completed off site by the independent laboratory. Preliminary screening of materials can be completed by the QEP off-site with source screening or visual inspection of materials.
- Certification Acceptance – Materials may be accepted and payment dictated by 1) VT DEC agreement that the source is acceptable for use as clean cover material and 2) that the City has an analytical record of soil quality associated with clean cover material.
- The selected QEP will collect and file certification information with project records.
- Coordination – The QEP will communicate and coordinate all soils-related activities with the RE and the CPM.

QEP environmental sampling will include, but may not be limited to: clean fill verification sampling; soil disposal verification sampling; and groundwater sampling from within a frac tank to confirm appropriate disposal. The QEP will also be responsible for ongoing monitoring and screening of soil with PID. Proposals should be based on 2 months of constant oversight and 4 months of weekly inspections by QEP.

## **IV. RFP PROPOSAL SUBMITTAL**

To be considered, all Consultants will be required to submit a proposal which includes a Qualifications Detail, Technical Proposal, and Cost Proposal. Proposals may not exceed 30 pages in length (15 double-sided or 30 single-sided pages) and must 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) General Information: Firm name and business address, including telephone number and email contact; year established, including former firm names and year established, if applicable; identify the state in which the firm was organized or incorporated; type of ownership, and name and location of parent company and subsidiaries, if any; indication of whether the firm is licensed to do business in the State of Vermont, which is a requirement of the project; number of full-time employees; description of the firm's general qualifications, including experience with similar types of rate schedule contracts; and a description of the specific skills and services the firm offers (i.e. traffic engineering, land surveying, landscape design, etc.).
  - c) Proposed Project Team Members: A description of the applicant's organizational composition, disciplines, and the primary role of each individual 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 if applicable. 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.
  - f) Attachment A (provided in this RFP): Signed by a representative of lead Contractor attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed.
  
- 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 to successfully execute each task, 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. While this is dependent on project duration, assume 3 months of planning preparation, 6 months of construction and 1 month of inspection/closure.
  - 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, which includes hourly rates for all classifications of personnel who are proposed to be utilized under this contract.



- c) A maximum budget amount 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. Submit three (3) printed copies and one digital copy of the complete proposal in a single sealed package. Please note:

- Applicants are solely responsible for ensuring that proposals arrive on time.
- Ensure the document is easily printable in an 8.5x11 format (drawings may be 11" x 17").
- Each applicant **MUST** provide their submittal electronically as a PDF.
- Faxed proposals **WILL NOT** be accepted.
- Late replies **WILL NOT** be considered.
- Applicants will receive a confirmation email once their proposal is received.

Proposals may be mailed or delivered to:

Jon Adams-Kollitz, Parks Project Coordinator  
Burlington Parks, Waterfront & Recreation  
645 Pine Street, Suite B  
Burlington, Vermont 05401

Additionally, each sealed proposal should also have the following label:

Attention: Jon Adams-Kollitz, Parks Project Coordinator  
Project: Burlington Bike Path Phase 1b Rehabilitation  
Proposal: Resident Engineering Consulting Services  
Name: Of the prime consultant

All proposals become the property of the City upon submission. The cost of preparing, submitting, and presenting a proposal lies solely with the proposer.

## V. PROPOSAL EVALUATION

In compliance with City Procurement Policy, BPRW will evaluate all completed proposals from qualified Consultants/Consultant Teams based on the criteria outlined below. BPRW reserves the right NOT to accept the low bidder as well as the right to make selection decisions on the basis of past performance. Teams will be scored up to a maximum of 100 points based on the following:

- 1) **Experience & Qualifications** relevant to key personnel and/or Sub-contractors (15 pts)
- 2) **Project Understanding & Knowledge of Area** depth or relevant technical experience (15 pts)
- 3) **Ability to Meet Schedule** expedited & efficient schedules receive higher score (15 pts)
- 4) **Level of Experience** with municipalities of similar size, structure and complexity (15 pts)
- 5) **Budget & Value** as related to proposed and additional costs (10 pts)
- 6) **Depth of Skills** related to technical aspects of project (10 pts)
- 7) **Demonstration of Innovative Approaches** particular to technical solutions (10 pts)
- 8) **Quality, Clarity & Completeness** of submittal package (10 pts)

Completed proposals will be reviewed and ranked by City staff, with additional input from the Bike Path Design Consultant. Cost Proposals will be reviewed for consistency with the evaluation of the technical proposal. The City reserves the right to seek clarification of any proposal submitted and to select the



proposals considered to best promote the public interest.

All proposals become the property of the City upon submission. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The selected QEP, in consultation with the City, will develop the project specific scope of work and cost proposal, which will include the following: scope of work, project organization, and project costs itemized by staff hours and subcontracting estimates. The City will negotiate a contract with the selected QEP.

## **VI. STANDARDS**

The consultant shall comply with all applicable VTRANS, DEC and EPA standards, specifications and policies. The consultant shall maintain a file containing all correspondence, including meeting teleconference summaries that are agreed upon by all parties involved, pertaining to the project and shall prepare all necessary sampling, testing and reporting pertaining to the project. All documents and plans, in either paper or electronic format, shall be the property of the City upon completion of the project or termination of the contract. All materials to be utilized at public meetings or hearings shall be reviewed and approved by the City Project Manager at least 72 hours prior to the meeting. The consultant shall abide by any existing legislation and regulations. The consultant will submit monthly invoices accompanied by brief, written progress reports when the project is active.

## **VI. ANTICIPATED PROJECT SCHEDULE**

The City anticipates the selection of the Bike Path Phase 1b Resident Engineer in April of 2016 and the completion of all related work by June 30, 2017. The schedule is subject to change and all participating parties will be notified; the City reserves the right to amend dates. The anticipated schedule is as follows:

- March 25, 2016 RFP issued
- March 30, 2016 Optional site visit
- April 1, 2016 Related questions due to BPRW
- April 6, 2016 Proposals due to BPRW
- April 8, 2016 Proposal evaluations complete/Notice of Award
- April 11-15, 2016 Project kick-off and construction document review
- April 18, 2016 Phase 1b construction bid advertised
- April 26, 2016 Pre-bid meeting
- May 16-20, 2016 Construction bid analysis
- June 14, 2016 Construction begins
- June, 2017 Construction completed

## **VI. TERMS & CONDITIONS**

### Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFQ process via email.



Questions concerning this RFQ must be received via email per the schedule outlined on page 1. Responses will be made available at the web links 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.

#### General Compliance with Laws

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

#### Other terms

The City of Burlington reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFQ will become the property of the City upon delivery. This solicitation in no way obligates the City of Burlington to award a contract.

Equal Opportunity: the selection of consultant 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 RFQ must be included as part of the final submittal (see Attachment A).



ATTACHMENT A

Understanding of RFQ 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 RFQ and have complied fully with the general terms and conditions outlined in the RFQ.

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

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

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

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