



REQUEST FOR PROPOSALS (RFP)

Date: March 25, 2016
To: Open Invitation to Professional Resident Engineers
From: Burlington Parks, Recreation & Waterfront
Re: Professional RE 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, 10:00 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
(802) 540-0363

This Request for Proposals (RFP) invites responses from qualified, professional engineering consultants to provide Resident Engineer (RE) 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 Resident Engineer (RE) will coordinate directly with the project QEP 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 below. 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





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.).

RE Services will generally consist of 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 (VTTrans) "Construction Manual" dated April, 2014.

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, QEP, 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 construction documents, be able to respond to bidder questions, and discuss construction ramifications of alternatives proposed at the pre-bid meeting.
5. Coordinate, conduct, schedule, and oversee the pre-construction conference.
6. 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.
7. Attend all other job-related meetings.
8. Coordinate, conduct, schedule, and oversee the final inspection.
9. 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.
10. Ensure the Contractor contacts Dig-Safe and provides the City with the Dig-Safe Identification number as part of project documentation.
11. 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.
12. 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.
13. Accompany City representatives, Design Engineer, QEP, Construction Contractor(s), and State or Federal representatives on site visits to the project.
14. Report immediately any unusual occurrences and all accidents occurring within the project limits to the City.
15. Calculate and verify the final contract quantities.
16. 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.
17. 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.
18. 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.
19. Issue a Certificate of Substantial Completion at the appropriate time, with concurrence from the CPM.
20. 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 CPM.
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 CPM 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



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 CPM.

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. RFP PROPOSAL SUBMITTAL

To be considered, all consultants or consultant teams will be required to submit a proposal which includes a Qualifications Detail, Technical Proposal, and Cost Proposal. Proposals may not exceed 40 pages in length (20 double-sided or 40 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/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, particularly projects that were complicated with soil and groundwater contamination 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 professional services to within the last ten years. One of these references should include an environmental consulting firm which the respondent has worked closely with to successfully implement a CAP or SMP. 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, 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, which includes hourly and overtime rates for all classifications of personnel who are proposed to be utilized under this contract. These rates shall be presented and broken down by direct labor costs per class of labor, overhead cost, and



total cost. 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. 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 cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. 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 RE, in consultation with the City, will develop the project specific scope of work and cost proposal, which will include the following: letter of interest, scope of work, and project organization. The City will negotiate a contract with the selected RE.

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 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

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. 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: _____