



REQUEST FOR PROPOSAL

Date: January 24, 2020
To: Open Invitation to Professional Design/Engineering Consultants
From: Department of Parks, Recreation & Waterfront, Planning Division
Re: Professional Design/Engineering Services for the Rehabilitation of the Burlington Greenway - Phase 3

I. GENERAL INFORMATION & SCHEDULE

This Request for Proposals invites responses from qualified and experienced professional design and engineering consultants to assist the City of Burlington Department of Parks, Recreation & Waterfront in the rehabilitation of the Burlington Greenway, specifically in regards to design development and permitting. Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be distributed to contact list from mandatory on-site meeting.

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

Issue date:	Thursday, January 24, 2020
Mandatory Pre-Proposal Meeting:	Thursday, January 30, 1pm, 645 Pine St. Conference Room
Questions due:	Monday, February 3 by 1pm
Answers posted:	Tuesday, February 4, 2020
Proposals due:	Friday, February 7, 2020 by 4:00PM

Inquiries/submissions to:	Jon Adams-Kollitz, Parks Project Coordinator Burlington Parks, Recreation & Waterfront 645 Pine Street, Suite B, Burlington, VT 05401 jadamskollitz@burlingtonvt.gov (802) 540-0363
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II. PROJECT DESCRIPTION

The project is located in Burlington, Vermont and is part of Burlington Bike Path Phase 3, a multi-phased bike path rehabilitation project that extends from Queen City Park Road to College Street. Phase 3 has been further divided into sections, with the design consultant for this portion responsible for bringing designs from 50% to 100% construction-ready documents and providing updated cost estimates for Oakledge Park from Austin Drive to the south side of the bridge at the northern border of the park. The 50% design was developed by VHB. Permitting will be led by a separate contractor (VHB), which will require coordination throughout this project.



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

A. DESIGN TASKS (MANDATORY):

- a. Project Review and Exploration, including but not limited to:
 - i. Review VHB 50% conceptual plans
 - ii. Review of Oakledge for All Playground (OfA) redesign plans
 - iii. Coordination with Burlington’s Department of Public Works (DPW) regarding the Champlain Parkway

B. CONSTRUCTION PHASE TASKS (MANDATORY):

- a. 100% Construction-ready Documents for Oakledge Park, including:
 - i. Tree inventory within project limits and site review with BPRW staff
 - ii. Bat-tree inventory and removal plan (if necessary)
- b. Construction Phasing Strategy
- c. Permitting Coordination with:
 - i. VHB’s permitting specialists
 - ii. US Army Corps of Engineers (BPRW taking lead in discussions, VHB will continue to be our lead on this)
- d. Conceptual Pause Place designs for the following locations:
 - i. Oakledge Park: bike racks, benches and UVM Med Center Fitness Station
- e. Construction bid process oversight
- f. Pre-Construction Coordination

III. PROJECT SCOPE OF WORK & SCHEDULE below.

Project Background:

The 7.5-mile Burlington Greenway, part of the regional Island Line Rail Trail, is valuable to the local community and the region as a recreation, health, transportation, tourism, and economic resource. Sections of the bike path were originally constructed in the mid-1980s and are past due for a comprehensive rehabilitation. A City Council resolution refers to the Waterfront Bike Path as “a crown jewel of the Queen City”.

In 2012, the Burlington Bike-Path Feasibility study was completed and a preliminary design for the entire Bike Path was developed. The feasibility study identified necessary upgrades to satisfy current standards, improve safety, enhance user amenities, and raise the Bike Paths standing to that of a world-class regional trail and Greenway. The complete feasibility study is comprised of an executive summary, final report, and appendices that are available for download at the following website: <http://enjoyburlington.com/opportunities/requests-for-proposals/>.

Following the 2012 feasibility and design documents, construction of Phase 1a—from Perkins Pier through Waterfront Access North (WAN), which included the skate park and landscape improvements—was completed the summers of 2015 and 2016 and consisted of segments 6-8. Phase 1b—from the southern border of the Urban Reserve to North Beach Overpass—was completed in the spring of 2017 and includes segments 9 to 10. Phase 2—from North Beach Overpass to the Winooski River Bridge—is complete at this time and includes segments 11-16. This RFP pertains to the preparation of construction-ready bid



documents from existing 50% drawings for the Oakledge Park portion of Segment 1, beginning at Austin Drive where it meets the southern border of Oakledge Park and ends at the south end of the bridge at the northern boundary of the park. Of note: these construction documents will be grouped with construction/bid documents for the construction of several other segments by one contractor.

PROJECT STANDARDS

As with the completed phases of the Bike Path rehabilitation, Phase 3 must utilize design strategies that incorporate place-making, planning, civil and structural engineering, geotechnical expertise, environmental remediation, and innovative and intentional landscape architectural design. Additionally, phases 1a and 1b have successfully integrated conservation, sustainability, connectivity and accessibility through neighborhoods, parks, urban wilds, businesses and some of the most scenic views of Vermont. BPRW strives to continue that standard in Phase 3 at Oakledge Park.

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

Existing supporting documents describing the physical and cultural context of the Burlington Bike Path include: [Supporting documents can be found here]

- 2000 Open Space Protection Plan
- 2005 Island Line Sign & Amenities Plan
- 2012 Burlington Bike Path Feasibility Study
- 2012 Plan BTV: Downtown & Waterfront Master Plan
- 2012 Bike Path Improvements & Maintenance Plan
- 2013 BPRW Public Engagement documents with Sasaki & VHB
- 2014 Open Space Protection Plan
- 2014 Conceptual Cost Estimate Burlington Bike Path (now Greenway) Rehabilitation
- 2015 Burlington Parks, Recreation & Waterfront Master Plan
- 2015 Oakledge Siting Study
- 2016 Plan BTV Walk-Bike Plan
- 2016, 2017 Pause Place Designs for Burlington Greenway Rehabilitation Phases 1 & 2
- 2018 As-built plans for Phases 1b & 2
- 2018 Oakledge Playground Design
- 2019 Draft South End Plan BTV
- 2020 Burlington Greenway Phase 3 50% Drawings

For information on the City of Burlington's Parks and Recreation Department, please visit: www.enjoyburlington.com.

IV. DETAILED PROJECT SCOPE OF WORK & SCHEDULE



Figure 1 illustrates the segmentation of the bike path rehabilitation, including completed phases, phases currently under construction, for this project area.

Figure 1



PHASE 3

Tasks

Project Scope: Segment 2

The selected consultant team will provide the City with professional services to realize the successful creation of a vibrant and innovative multi-use path design. It is anticipated that consultant teams will provide, at a minimum, appropriate engineering, landscape architecture, structural, geotechnical, general civil, storm water, and environmental/brownfield expertise to complete the following tasks:

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

- **Task 1: Project Review and Exploration:** Review supporting documents including but not limited to the following: 50% conceptual alignment and conceptual cost estimate for the portion of Segment 1 within Oakledge Park completed by VHB in 2020. Review plans for the redesign of the Oakledge playground (Oakledge for All). Review as-builts from prior completed portions of the rehabilitated bike path. Coordinate review of the Champlain Parkway plans with DPW.
- **Task 2: Construction-Ready Documents for Oakledge Park:**
 - **Advance Plans & Specifications to 75%:** Coordinate & synthesize input from internal (BPRW) stakeholders
 - Provide a **tree impact inventory** within project limits and review with BPRW
 - Conduct a bat-tree inventory and removal plan (as needed)
 - **Advance to 90% Drawings:** Coordinate & synthesize input from internal (BPRW) stakeholders
 - **Complete 100% construction-ready documents:** Final design development including bid ready documents and specifications.
 - **Identification of:**
 - Key steps and milestones
 - Internal review of construction documents 50%, 75%, 95% and final stage
 - Sketch plans and perspectives of proposed pause places and key intersections, including:
 - Greenway and Flynn Avenue intersection with Oakledge parking lot and path to Cove Beach
 - Vendor pad at lower shelter
 - UVM Med Center Fitness station
- **Task 3: Construction Phasing Strategy:** Provide a phasing strategy for low-impact high-efficiency phasing of construction and accompanying detours.
- **Task 4 Permitting:** Permitting for Phase 3b construction will be completed by VHB under a different contract. However, the selected designer may be required to:
 - provide permitting support to the City of Burlington under this contract. State and Federal permits that may be required by this project are outlined in Table 1.
 - complete and submit State and Federal permitting forms and pay fees.
- **Task 5 Conceptual Pause Place Design:** Prepare conceptual plans for the following pause places. Previous Greenway Pause Places will be used as precedent to refer to for design materiality and design palette)
 - Oakledge Park: bike racks, benches and UVM Med Center Fitness Station
- **Task 6 Bid process oversight:** Present information and facilitate construction contractor bid process, including:
 - Schedule and facilitate pre-bid meeting
 - Coordinate and facilitate (public) bid opening



- Conduct preliminary evaluation with BPRW staff
 - Review evaluation matrix with BPRW staff
 - BPRW responsible for Notice of Award and contract
- **Task 7 Pre-Construction Coordination:** Review construction documents, anticipate and facilitate pre-construction efficiencies, sequencing, design modifications, etc. Coordinate pre-construction site meeting with contractor, Resident Engineer, Qualified Environmental Professional, BPRW staff.

FINAL DELIVERABLES: (will include, but not be limited to)
All Contract Documents (formats described below)
Accurate identification of costs relative to Segment 2

Please note that the consultant may be required to fast-track the construction documentation for the portion of the bike path which is north of Flynn Avenue as part of this project.

Anticipated Schedule:

Proposal Review:	Wednesday, February 12 th , 2020
Apparent Bid Winner	Thursday, February 13 th , 2020
Board of Finance:	Tuesday, February 18 th , 2020
City Council Approval	Monday, February 24 th , 2020
Contract Signed	Thursday, February 25 th , 2020
Final Construction Docs	Thursday, April 23 rd , 2020
Construction Bidding	Friday, May 1 st , 2020
Construction Phase 3b begins	early June, 2020

Format of project deliverables:

Provide completed contract documents, including drawings, specifications and any illustrations in the following formats.

Digital copies:

- CAD
- PDF
- ArcGIS-compatible geodatabase (gdb)

Hard copies:

- Provide 1 printed set of complete bid documents (drawings printed at 24" x 36"); and 5 printed sets at half scale 11x17 at project review: 75%, 90% and final design.
- Provide 5 printed sets of complete bid documents (drawings printed at 24" x 36"); and 10 printed sets at half scale 11x17 at project completion.
- Coordinate with Blueprints, Etc. for on demand bid document printing bidder tracking



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 the 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-consultant by task;
 - d) A proposed schedule that clearly indicates how project milestones will be met, meetings proposed, 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 one print copy of the proposal,



double-sided on recycled paper, as well as a digital file of the proposal, which may be emailed or submitted on a CD or thumb drive. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in 8.5x11 easily reproducible 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, as well as one hard copy.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

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. **Experience, Qualifications & Depth of Skill** relevant to key personnel and/or sub-consultants (20 pts)
2. **Ability to Meet Schedule** expedited & efficient schedules receive higher score (20 pts)
3. **Budget & Value** as related to proposed and additional costs (20 pts)
4. **Demonstration of Innovative Approaches** Levels of utilization and solutions (20 pts)
5. **Municipal Experience** with municipalities of similar size, structure and complexity (10 pts)
6. **Quality, Clarity & Completeness** of submittal package (10 pts)

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 emailed to registered respondents and 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.

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 proposal 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 proposals, 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 RFP will become the property of the City upon delivery. This solicitation in no way obligates the City of Burlington to award a contract.

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.

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 RFP must be included as part of the final submittal (see Attachment A).



ATTACHMENT A—Understanding of RFP Procedure, Terms and Conditions

This page shall be returned with qualifications submission.

I acknowledge that I have read and understand all procedures and requirements of the above referenced 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: _____