



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street  
Post Office Box 849  
Burlington, Vermont 05402-0849  
802.863.9094 VOX  
802.863.0466 FAX  
802.863.0450 TTY

**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**Norman J. Baldwin, P.E.**  
*ASSISTANT DIRECTOR OF PUBLIC WORKS*

**Laura Wheelock, E.I.T.**  
*PUBLIC WORKS ENGINEER*

---

**QUEEN CITY PARK ROAD BRIDGE DECK REPAIR  
RFP REQUEST FOR PROPOSALS  
8/8/14**

**I. BACKGROUND**

The City of Burlington Vermont Department of Public Works is seeking to solicit competitive cost proposals from a design team qualified to prepare a bid ready design solution to repair the Queen City Park Road (QCPR) Bridge deck. The QCPR Bridge was constructed in 1966 and is owned and maintained by the City of Burlington.

The superstructure consists of steel beams with a concrete deck and bituminous pavement. The existing bridge is 80'-9" feet long with an overall deck width of 17.2 feet and a roadway width of 14.1 feet. There is a 5 foot wide open metal grating sidewalk that is cantilevered off the south side of the bridge. The abutments are reinforced concrete abutments supported by spread footings. The approach roadway width is 28 feet and there is a paved sidewalk leading up to the bridge. The structure was rehabilitated in 1973.

The QCPR bridge deck has deteriorated over the years with large sections of the asphalt overlay having lifted expose the concrete deck. Concrete spalls have developed in the bridge deck that expose the top mat of reinforcement. The face of the bridge deck overhang is spalled along the length of the bridge rail on both sides back to the reinforcement.

**II. OBJECTIVE**

The City of Burlington is looking to address the immediate deterioration of the deck concrete, exposed reinforcement, and replacement of the wearing surface; with all deck repairs completed before winter 2014. There is also a safety concern with the cantilevered pedestrian walkway and the deterioration that has occurred along the face of the curb. Gaps between the open metal grating walkway surface and concrete exceed 3" in some locations. The City of Burlington would like to place a toe kick and rub rail mounted to the back of the bridge rail to eliminate this hazard; and provide a more pedestrian friendly walkway.

The successful consulting team will need to prepare bid ready design and bid documents. The Competitive Bid Documents must be prepared in a manner to compliant with the bid and procurement procedures of the City of Burlington.

### III. SCHEDULE:

#### Request for Proposal

- RFP issued Friday, August 8, 2014
- Non-Mandatory Site meeting, Thursday, August 14, 2014, 3:30 p.m.
- Questions will be accepted in writing until Monday, August 19, 2014, 12:00 p.m.
- Response to questions will be issued by the City on Wednesday August 21, 2014 at the close of business to ensure that all parties have adequate time to review the answers issued by the City.
- Proposal must be submitted by 2:00 p.m., Friday August 22, 2014 (EST).

#### Project Schedule

- Bid Documents Completed Friday, September 19, 2014
- Advertisement of work Monday, September 22, 2014
- Bids Due Friday, October 3, 2014
- Start Construction Thursday, October 16, 2014
- Complete Construction Wednesday, November 26, 2014

### IV. SCOPE OF WORK

Proposals shall include the following Scope of Services:

- *Plans and Technical Specifications*  
Plans must include Plan View, Typical Section, and Elevation; as well as any repair details necessary for a Contractor to complete their work. Technical specifications related to the types of repairs and work to be performed shall be the responsibility of the Consultant. The City of Burlington will provide the front end documents.
- *Estimate*  
The consultant shall prepare and estimate of quantities and associated costs for construction of the project.
- *Load Rating*  
Review the current load rating of the structure update as necessary for the wearing course and any deterioration of the steel beams.
- *Bid Services*  
The consultant shall be available to respond to questions or clarifications of the prepared Bid Documents.
- *Construction Phase Services*  
The consultant shall be available to attend project meetings, and perform special inspection of the work as needed. The City of Burlington will provide full time on-site observation for the duration of the project.

Each element of the scope shall have an itemized cost, with a total not-to-exceed cost proposal.

### V. QUALIFICATIONS REQUIREMENTS

All consultants will be required to prepare Technical Qualifications and a Cost Proposal as part of this submission. In order to be considered responsive to this RFP, each submittal must conform to the following requirements. The consultant shall:

- Submit one (1) copy of the Technical Qualifications (see requirements below). Number all pages consecutively, in a sealed separate package. Proposals shall be double sided, and not exceed 10 pages total.
- Submit one (1) copy of the Cost Proposal (see requirements below). Number all pages consecutively, in a sealed, separate package.

Clearly indicate the following on the outside of the Cost Proposal:

1. Project name (City of Burlington Queen City Park Road Bridge Repair Project-Cost Proposal);
2. Contents (Cost Proposal)
3. Name and address of the consultant

Clearly indicate the following on the outside of the Technical Qualifications:

1. Project name (City of Burlington Queen City Park Road Bridge Repair Project-Technical Qualifications);
2. Contents (Technical Qualifications)
3. Name and address of the consultant.

Submissions must be received by 2:00 p.m. Friday, August 22th, 2014 at:

Department of Public Works  
645 Pine Street, Suite A  
Burlington, VT 05401

Late submissions will not be accepted.

If any of the above requirements are not met, the proposal may not be considered.

#### TECHNICAL QUALIFICATIONS REQUIREMENTS

The Technical Qualifications should demonstrate that the Firm understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated.

Consultants will be evaluated on technical expertise and past performance. To assist with the evaluation, please provide the following information:

#### VI. INTRODUCTION TO CONSULTANT FIRM(S)

Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

- a) Firm name and business address, including telephone number and email contact for the proposed project manager.
- b) Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated.
- c) Type of ownership, and name and location of parent company and subsidiaries, if any.
- d) Indication of whether the firm is licensed to do business in the State of Vermont, which is a requirement of this program.

- e) Number of full-time employees. Part-time employees or consultants routinely engaged by the proposer may be included if clearly identified as such.
- f) A description of the firm's general qualifications, including experience with similar types of rate schedule contracts.
- g) A description of the specific skills and services the firm offers. (For example, traffic engineering, land surveying, landscape design, etc.)

VII. FIRM QUALIFICATION AND EXPERIENCE OF KEY STAFF

Firms shall identify key individuals assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience in similar projects. Resumes of these key individuals shall be included as an appendix. This section should include a discussion of the firm's ability to respond to requests in a timely manner; and may include up to three recent relevant project with a similar scope of work.

VIII. REFERENCES

The respondent shall submit names, addresses, and phone numbers of at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

IX. COST PROPOSAL REQUIREMENTS

The cost proposal should present a table including hourly and overtime rates for all classifications of personnel who may 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.

X. CONSULTANT EVALUATION AND SELECTION

The technical qualifications will be evaluated by DPW staff. The evaluation criteria, with corresponding weight factors, are the following:

- Qualifications of the firm and personnel (including any subconsultants) to be assigned to this project and their experience completing similar projects. (35 Pts.)
- Clarity of the proposal, skills available, and expertise with specific skills. (15 Pts.)
- Ability to complete project on schedule (10 Pts.)
- Demonstration of overall project understanding and knowledge of the local area. (5 Pts.)
- Completeness of submitted proposal with all elements required by the RFP (5 Pts.)
- Cost (30 Pts.)

Following the technical qualifications evaluation, the cost proposal will next be reviewed for consistency and in light of the evaluation of the technical qualifications.

The City reserves the right to seek clarification of any proposal submitted.

XI. **CONTRACT REQUIREMENTS**

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 in part or in its entirety this RFP if it is in the best interests of the City. This solicitation of qualifications in no way obligates the City to award a contract.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM and WBE

The Vermont Agency of Transportation sets an overall annual goal for DBE participation on federally funded contracts that is reviewed and revised each year, in accordance with the requirements of 49 CFR Section 26.45. For the specification of the overall annual DBE goal and an explanation of the goal-setting methodology, consultants are directed to the VTrans DBE webpage: <http://www.aot.state.vt.us/CivilRights/DBE.htm> . The City and its consultants, and any sub-consultants, shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this work.

LIVABLE WAGE ORDINANCE

The consultants' rate schedule shall adhere to the cities livable wage ordinance (See attached).

CONSULTANT CONTRACT PROVISIONS

The consultant's proposal shall comply with the requirements established within the City's Contract Provisions dated October of 1998.

XII. **CITY CONTACT**

Questions regarding this RFP should be directed in writing to:  
Laura Wheelock, Public Works Engineer  
Email: [LWheelock@burlingtonvt.gov](mailto:LWheelock@burlingtonvt.gov)  
Phone: 802-540-0397

XIII. **ADDITIONAL INFORMATION**

The consultant shall submit monthly invoices accompanied by brief, written progress reports during the active portion of the project.

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