

**CITY OF BURLINGTON
REQUEST FOR PROPOSALS**

Sidewalk Inventory and Condition Assessment

Burlington, Vermont

Issued: 10/6/2020

Due: 10/30/2020

I. PROJECT BACKGROUND

The City of Burlington is the State of Vermont's most populated city. It is also the main educational, business and cultural center of the state. Burlington has a population of approximately 42,000 and a land area of approximately 15.5 square miles with a dense urban downtown core. Approximately 20% of Burlingtonians walk to work. Burlington has been celebrated as one of America's most livable communities. As part of an effort to maintain and improve this livability, the City, along with consulting firm RSG, is working to update the data used in the City's sidewalk program. Sidewalk field data is needed to inform a Sidewalk Prioritization Plan (SPP). The SPP will be used to plan sidewalk maintenance timelines and assess sidewalk segments' state of repair. This Scope of Work focuses on the data collection aspect of the existing sidewalks' physical condition.

II. SCOPE OF WORK

Burlington has 130 miles of sidewalks and devotes approximately \$1.5M per year for maintenance and repair. Sidewalk conditions in Burlington are in a state of constant change due to weather, maintenance, small construction, and periodic replacement. The overall scope of this project is to provide the City and RSG with an updated condition of the entire sidewalk network and an accurate inventory. Collected data should be provided in the format outlined below. Note that alternative collection proposals that result in comparable data may be accepted, upon approval by the City engineer.

Data Collection Specifications: Overall, the data collected must include the occurrence and severity of sidewalk deficiencies (described below), type of deficiencies, and the frequency of consecutive deficiencies within sidewalk segments. This data should be provided as geo-referenced feature classes stored in a geodatabase, or a series of shapefiles that can be used in a GIS program for post processing to visually present the findings to the public as well as inform the prioritization tool for City staff. Documentation of the data collection process is required along with a data dictionary for each GIS dataset.

A. Sidewalk Attributes:

The City manages the sidewalk system at a panel level. Therefore, panel level data is preferred for the data collection. This provides the City with the highest resolution and most flexibility to apply the information collected.

The field attribute data for each segment in the shapefile must include, at minimum:

- i. Unique segment ID.
- ii. Street on which the segment is located, and reference to side of street (east, north, etc).
- iii. Sidewalk width (in feet).
- iv. Surface material (Portland cement concrete; bituminous concrete; brick pavers; other).
- v. Running slope.
- vi. Cross slope.

The proposal should describe how these attributes are to be collected and whether it will be available per panel or in other lengths.

B. Deficiency Data:

Sidewalk deficiency data shall be provided as feature classes within a geodatabase or a series of shapefiles (location data is included for each deficiency). Documentation of the data collection process is required along with a data dictionary for each GIS dataset. The exact deficiency types to be recorded will be defined by the project team but must include, at minimum:

- i. Sidewalk heaving / trip hazards (abrupt surface elevation change of more than 1/4 inch measured in 1/4" increments).
- ii. Cracks or cracked panels.
- iii. Gapping between sidewalk panels (more than or equal to 1 inch).
- iv. Areas of rough surfaces, spalling, or exposed aggregate.
- v. Locations of severe loss of the sidewalk depth. These are sections where the surface is gone leaving loose aggregate.
- vi. Noticeable ponding, settlement, or collected sediment.
- vii. Locations of non-ADA compliant driveway transitions and sidewalk landings.
- viii. Condition when atypical (not Portland cement concrete) surface material is present (this may be a binary field only filled when surface material criteria is met).

In instances where deficiencies occur over multiple sidewalk panels, each panel with that deficiency should be recorded as a separate point. For example, a continuous crack that extends between two separate sidewalk panels should be recorded as two separate points, one for each panel. Some sidewalks are wider than a typical 5' panel, consisting either of

multiple panels in width or simply wider sidewalk panels that may or may not be sawcut. In the case where there are multiple sidewalk panels, each panel should attempted to be surveyed. For wide panels, one attribute is expected, however the data needs to be collected to document the deficiencies, wherever they appear along the width of the potentially ‘consecutive’ panel(s).

Additional data specifications. If data is collected in multiple polyline shapefiles, the shapefile segments should coincide. The data shall be collected in WGS84 or NAD83 projections. The data should be delivered as geodatabase feature classes with documented scheme and feature class domains.

The City is also interested in additional data that would help inform the SPP. Proposers are encouraged to list data they are able to collect or expertise beyond what is listed above and explain how it may be useful. Examples include puddling, running slope of adjacent roadways, and root shoving.

III. SUBMISSIONS & RESPONSE FORMAT

A. Questions:

Questions concerning this Request for Proposals (RFP) must be made via email to the point of contact below. Responses to all submitted questions will be posted at: <https://www.burlingtonvt.gov/RFP>. Any revisions, addendums, and answers to questions received at least a week before the proposal due dates will be sent to Consultants who directly received this RFP.

There will be no formal site visit held by the City. Consultants can inspect streets on their own or schedule site visits through the point of contact below.

B. Deadline:

The deadline for responding to this RFP is **3:00 p.m. on October 30, 2020**. It is the responsibility of the firm submitting proposals to ensure that the point of contact has received a completed proposal by the required deadline.

Point of Contact:

Madeline Suender,
Associate Public Works Engineer
645 Pine Street
Burlington, VT 05401
msuender@burlingtonvt.gov
802-735-5324

The Department of Public Works prefers to receive submitted materials via electronic mail with subject line “Proposal Sidewalk Data Collection”.

C. Submissions:

Responses are encouraged to be concise. Respondents may partner with other firms, local or otherwise, in order to provide the best possible proposal for ensuring quality and efficient completion of the project tasks. All proposals must include, at a minimum, the following:

1. A cover page including the Request for Proposals title and applicant firm’s name, any sub-consultants or other partners, and the office location from which the work will originate.
2. A summary of the Consultants’ understanding and approach of the project Scope of Work.
3. A Statement of Qualifications applicable to this project including the names, qualifications and proposed duties of the teams’ staff to be assigned to this project; a listing of recent similar projects completed, including the names, titles, addresses, and telephone numbers of the appropriate persons whom the City should contact. A resource allocation matrix shall be included, which shall contain in rows, a list of tasks for the project, and in columns the appropriate staff job titles assigned to the work with the estimated number of hours allocated for each task and, a total estimated fee per task. The Statement of Qualifications should include each team member’s abilities, relevant experience, education, and hours expected to work on this project for the entire duration of the project. Additionally, a description shall be included of the level of involvement that each oversight professional on the project team will have in the work; including the frequency of interaction with those team members which they supervise, the types of review to be conducted on subordinates’ work, and hours expected to work on the project.
4. A schedule of the work including proposed dates for each submittal discussed in the Scope of Work above.
5. A copy of the Consultant’s hourly rate schedule for all personnel, and project costs anticipated to be involved in the project, and a statement that said hourly rate schedule is part of the Consultant’s Proposal for use in invoicing for progress payments and for extra work incurred that is not part of this RFP. All extra work will require prior approval from the City.
6. Signed Livable Wage, Outsourcing and Union Deterrence Certifications with the Proposals (Exhibits E-G).
7. Public Health Emergency Plan aligning with State and Federal guidance.

IV. CONSULTANT SELECTION

Proposals will be reviewed and evaluated by City staff and RSG based on the information provided. The Proposals will be rated according to the following criteria (Total of 70 points possible):

1. Qualifications (10 points possible)
 - a. Consultant Experience: proposal demonstrates the team's experience completing similar projects.
 - b. Personnel: proposal describes key staff's role and qualifications for performing such role.
2. Health and Safety (10 points possible)
 - a. Describe how the team will conduct the work entailed while remaining compliant with the State of Emergency and travel requirements.
 - b. This should also include day to day project delivery while managing public safety risks, including but not only COVID-19 related.
3. Understanding and Approach (10 points possible)
 - a. The proposal demonstrates a clear understanding of the project Scope of Work. Clearly describing the work to be conducted, the resolution of the data collection, and the file formats that will be used to summarize and present the data.
 - b. The scope clearly articulates the manner in which data will be collected, how it will be collected, and how the data will be delivered to the City and in what format.
 - c. The proposal demonstrates an organized and efficient approach to the Scope of Work and promotes the highest quality product possible for the City.
4. Cost (20 points possible)
 - a. The estimate of hours and fees required to perform each task to demonstrate adequate resource allocation and the ability to provide experienced professional services in a timely and efficient manner.
5. Schedule (20 points possible)
 - a. The schedule demonstrates an ability to complete all project tasks by end of December 2020 weather permitting. A preference in points will be applied toward an accelerated schedule to avoid work during snow events. Schedules that include data collection continuing after April 2021 will be considered.

Additional information may be requested prior to final selection. Final costs will be determined through negotiations with the selected firm.

V. EXHIBITS

- A. Exhibit A: City of Burlington Sidewalk Map
- B. Exhibit B: GIS line shapefile of assumed existing Burlington sidewalks
- C. Exhibit C: Draft Contract
- D. Exhibit D: Burlington Standard Contract Conditions

- E. Exhibit E: Burlington Livable Wage Ordinance Certification
- F. Exhibit F: Burlington Outsourcing Ordinance Certification
- G. Exhibit G: Burlington Union Deterrence Ordinance Certification

Bid documents include this main body of the request for proposals and all exhibits.

VI. CONTRACTING

The Consultant must qualify as an independent contractor and, prior to being awarded a contract, must apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the consultant is registered with the Secretary of State's Office.

Prior to beginning any work, the consultant shall obtain Insurance Coverage in accordance with the Burlington Consultant Conditions (Exhibit D in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

VII. AGREEMENT REQUIREMENTS

The selected consultant will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited to those in the Burlington Consultant Conditions (Exhibit D) and the attached Draft Agreement.

VIII. LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for the response to this Request for Proposals.

IX. COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity, including any requests for additional information or interviews. The City will not reimburse any person or entity for any costs incurred prior to the issuance of the contract.

X. INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the response.

XI. REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XII. OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XIII. DUTY TO INFORM CITY OF BID DOCUMENT ERRORS

If a bidder knows, suspects, or has reasonable cause to believe, that an error or omission exists in any of the bid documents, including but not limited to unit prices and rate calculations, the bidder shall immediately give the City written notice thereof. Consultants shall not cause or permit any work to be conducted that may related to the error or omission without first receiving written acknowledgment from the City that City representatives understand the possible error or omission and have approved the requested modifications to the bid or contract documents or that the consultant may proceed without any modification being made to the bid or contract documents.

XIV. PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

XV. PUBLIC HEALTH EMERGENCIES

Bidders are advised that public health emergencies, as declared by the City, the State of Vermont, or the Federal Government, including the current pandemic of Novel Coronavirus (COVID-19), may introduce significant uncertainty into the project, including disruption of timelines or revised practices. Consultants shall consider public health emergencies as they develop project schedules and advance the work.

The City may require a public health emergency plan be submitted as part of the bid. This plan will contain:

- 1) Measures to manage risk and ensure that potential impacts to safety and mobility are mitigated in accordance with health and safety standards and guidelines proposed by local, state, and federal agencies (see attached Draft Contract, Sections 15);
- 2) A schedule for possible updates to the plan in advance of the start of work (see attached Draft Contract, Section 15); and
- 3) Means to adjust the schedule and sequence of work should the emergency change in nature or duration.

The City will have sole discretion to approve, deny, or require changes to this plan as a condition of consideration of the bid, will retain the right to inspect all work to ensure compliance with health

and safety standards, and may at any time require the consultant to stop work because of the emergency.

If a public health emergency is declared, the City will not be responsible for any delays related to the sequence of operations or any expenses or losses incurred as a result of any delays. Any delays related to public emergencies, including the current pandemic of Novel Coronavirus (COVID-19), will be excusable, but will not be compensable.

- A. Travel from Out-of-State: Vermont Governor Phil Scott has declared a COVID-19 State of Emergency (<https://governor.vermont.gov/covid19response#State%20of%20Emergency>). The State of Emergency imposes restrictions on certain activities and has included quarantine requirements for those traveling from or through areas with elevated COVID-19 rates.

More information on travel requirements can be found here:

<https://accd.vermont.gov/covid-19/restart/cross-state-travel>

The proposal must state how personnel will comply with the State of Emergency and travel requirements. Please note, this activity is not considered an essential service.