

**Town of Bristol  
Request for Proposals**

*Engineering, Permitting and Design Services*  
Bristol Stoney Hill Master Plan

**Proposal must be received by: Friday December 18, 2015 at 4:00 p.m.**

**INTRODUCTION**

The Town of Bristol has a CDBG planning grant to create a master plan to guide its development of the property it owns on Stoney Hill in Bristol in conjunction with the plans of the neighboring property owner Stoney Hill Properties, LLC. It hereby requests proposals from qualified consultants (Consultant) to work with it to develop the master plan. The Consultant must be familiar with the guidelines in the Vermont Agency of Commerce and Community Development (“ACCD”). The procurement process for selection of the Consultant will be based on responses to this Request for Proposals (RFP). The Consultant will be selected based upon their demonstrated ability to achieve the goals of the project through their proposals.

**PROJECT DEVELOPMENT**

This project will be developed pursuant to a Cooperative Agreement between the Town of Bristol and Vermont Agency of Commerce and Community Development. The owner of the project is the Town of Bristol. Kevin Harper, the principal of Stoney Hill Properties, LLC is serving as the Municipal Project Manager (“MPM”) for the Town. The Consultant shall report to the MPM, with the final report and plan to be approved by the Town of Bristol Selectboard. The lead local contact and administrative support person for the project is:

Therese Kirby, Bristol Town Administrator  
Town of Bristol  
P.O. Box 249  
Bristol, Vermont 05443

**PROJECT REQUIREMENTS**

The project has been awarded a grant from ACCD, which includes funding from the Federal Agency of Housing and Urban Development. The Project must be developed according to the guidelines established by ACCD to satisfy federal requirements. ACCD will administer funding and review project material for compliance to federal and state standards and policies in accordance with the Cooperative Agreement between ACCD and Town of Bristol and any other pertinent federal or state requirements.

All work performed under the contract shall be designed in accordance with an appropriate AutoCAD format.

## **PROJECT DESCRIPTION/SCOPE OF WORK**

*Creating the Master Plan will include the following scope of work:*

- Project kickoff meeting: The consultant should hold a kickoff meeting inviting the principals to participate and provide their input into the project alternative designs.
- Creating a base plan. The Consultant will familiarize themselves with existing infrastructure and amenities paying particular attention to the existing rights of way and create a baseplan from which to create their plans. Consultant should contact the MPM and the Town of Bristol to secure information from the firehouse project to aid in creating the base plan.
- Identifying ownership or easement issues. The Consultant shall compile property ownership information for the properties adjacent to Stoney Hill. This information should identify the extent of the right of way and any existing easements or restrictions on the property owned by the Town of Bristol. The project shall be developed to keep as many improvements as possible on property owned or controlled by the Town of Bristol to avoid any right of way or property acquisition issues. Consultant shall work in partnership with neighboring property owners, including Stoney Hill Properties LLC, the property owner on the north side of Bristol's Stoney Hill property and easement information will be depicted on the baseplan noted immediately above.
- Identifying and harmonizing utility conflicts. The Consultant shall identify and discuss all underground and overhead utilities in the project area. Electric utilities in the project area shall be redesigned and optimized to service both the Stoney Hill Properties parcel, which will provide Access to the Town of Bristol parcel and the town parcel. No utilities will be relocated outside of the existing ownership or control of the Town of Bristol or Stoney Hill Properties, LLC. For all other underground utilities, the Consultant will design the proposed improvements to minimize impacts on existing utilities. The Town of Bristol is currently in the process of designing and installing a water main to feed the fire house project on the parcel next door. The Consultant shall design the waterline to feed the project site from the main serving the firehouse. The water main shall also cross the site and serve specified properties located on Lover's Lane.
- Identifying resources impacts and constraints. The Consultant shall identify historic, archaeological and architectural resources and all other pertinent natural resources. The Consultant shall suggest amendments to the Concept plan as necessary to avoid or minimize impacts on identified resources.
- Coordinating with other projects. The Consultant shall coordinate the design and construction of park amenities with other Town of Bristol construction projects in the vicinity including the construction of the Fire house immediately adjacent to the project.
- Permitting. The Consultant shall work with the MPM to evaluate all permitting considerations for the project (Town of Bristol, State Agency, Act 250 and any others)

for the preferred alternative to construct the project. The Consultant shall focus on the infrastructure necessary to serve the project including roads and utilities (wastewater, stormwater, electric, gas, telephone, cable). The scope assumes that most of the funding for the water main to serve the system and design of that main will fall outside this scope of services. Consultant shall design the project to avoid natural resources constraints wherever economically feasible. If disturbance to natural or archeological resources are necessary, consultant shall highlight the issue and develop a plan to address the resource and a cost estimate to address the resource.

- **Creating engineering plans.** The Consultant shall create preliminary engineering plans for the Wastewater and stormwater systems as well as internal road and utility layouts that will serve the building envelopes. Consultant shall develop wastewater and stormwater plans and permits as funding allows, but in any case, shall identify the locations to be set aside for this infrastructure and the capacities that each infrastructure component can accommodate.
- **Developing Preliminary Cost Estimates.** The Consultant will work with the MPM and oversight committee to develop preliminary cost estimates for construction of the project. The estimates should be based on the assumption that the project will be constructed using a combination of federal and local funding (water line) and private funding and will be developed privately.
- **Developing a Project Time Line.** The Consultant will work with the MPM and oversight committee to create a project development timeline that takes the project through the construction phase using the funding available and any supplemental funding the Town or MPM secures.
- **Developing a financing and marketing plan.** Once the preliminary design and permitting work are complete the Consultant shall work with the MPM and Town of Bristol to develop a plan to finance construction and a marketing plan for the units to be developed.
- **Creating a final master plan.** Upon completion of the tasks outlined above, the Consultant shall create a master plan highlighting all pertinent project components necessary to support the development of the project.

### **DELIVERABLES**

All documents, including the final master plan, shall be provided in both hard copy and electronically, preferably in MS word. All plan work performed under the contract shall be designed in accordance with appropriate CADD formatting to tie in with adjacent projects and other engineering information available to the Town of Bristol as specified by the MPM and the Town.

All data, databases, reports, programs or materials developed under this project shall be transferred to the Town of Bristol and Stoney Hill Properties, LLC upon completion of the project and shall become the joint property of the Town of Bristol and Stoney Hill Properties, LLC.

The Consultant will provide a minimum of 3 copies of all draft reports one full week prior to the meeting in which they will be discussed. Copies will be sent to the MPM and the Town Administrator.

### **CONSULTANT SELECTION PROCESS**

The total project budget for this project is approximately \$30,000. Services will be procured through an RFP process and will be evaluated based on (but not limited to) technical merit, responsiveness to the scope of services including the cost proposal.

### **SUBMISSION REQUIREMENTS/ RESPONSE FORMAT**

Responses to this RFP should include a narrative that best represents the Consultant's qualifications to perform the scope of work. The Scope of Work shall include planning, permitting, design services and the final report including the appropriate maps. The proposal shall include the following components:

1. A cover letter expressing the firm's interest in working on the project.
2. A description of the general 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.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task and includes a total cost for the project. The Cost should indicate a not to exceed fixed fee to deliver all services and provide supporting documentation needed by the MPM and Town to successfully complete the master plan.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

Please note that Items 1 – 5 should be limited to a total of 10 pages. Resumes, professional qualifications and work samples are not included in this total.

### **QUESTIONS**

All questions related to this RFP shall be directed to:

Kevin Harper, MPM  
72 Munsil Ave  
Building 6, Suite 600  
Bristol, Vermont 05443  
(802) 453-5920

All questions must be submitted two weeks before the proposal due date. All questions and answers will be distributed to all prospective firms by e-mail one week prior to the proposal due date.

**Proposals**

All proposals become the property of the Municipality upon submission. The cost of preparing, submitting, and presenting a proposal is at the sole expense and responsibility of the firm submitting the proposal. The Municipality 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 this RFP in part or in its entirety if it is in the best interest of the Municipality. Municipality also hereby provides notice that if the project goes to implementation, it reserves the right to use the consultant awarded this planning grant for all engineering work necessary to implement the project without going out to bid again. This solicitation of proposals in no way obligates the Municipality to award a contract. All submittals will receive consideration without regard to race, color, religion, creed, age, or national origin. Local/minority/small/woman-owned and Section 3 businesses are encouraged to submit proposals for this scope of work prominently noting their business status.

**Submit Proposals to:**

Therese Kirby, Bristol Town Administrator  
 Town of Bristol  
 P.O. Box 249  
 Bristol, Vermont 05443

**Proposal must be received by: December 18, 2015 at 4:00 p.m. Please furnish three (3) copies of the Proposal. Please clearly indicate the following information on the outside of each envelope:**

- **name and address of Consultant**
- **project name:** Stoney Hill Master Plan Project

**SELECTION PROCESS:**

The Bristol Town Manager, a representative or designee of the Bristol Selectboard and the MPM will review and evaluate each Proposal based on the criteria below:

Review Criteria	Weight x	Maximum Points	= Weighted Points
Scope-of-Work (Understanding of the Project)	5	5	25
Knowledge of Project Area	3	5	15
Ability to Meet Project Schedule	2	5	10
Past Performance on Similar Projects	3	5	15
Qualifications / Experience of Proposed Staff	3	5	15
Reasonableness of proposed schedule and cost	3	5	15
Local/minority/small/woman-owned/Section3 eligible businesses	1	5	5
<b>TOTAL</b>			<b>100</b>

In order to aid in the selection process, the selection committee may interview the top two firms if it is deemed necessary. The Committee will select a consultant by about December 23, 2015.

### **APPEAL PROCESS**

If the award of the contract aggrieves any firms, they may appeal in writing to the Bristol Selectboard, P.O. Box 249 Bristol, Vermont 05443. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Municipal Selectboard is final.

### **CONTRACT REQUIREMENTS:**

Prior to being awarded the contract, the Consultant and any sub-consultants, if not already so registered, will apply for registration with the VT Secretary of State's Office to do business in the State of Vermont and will register as a federal contractor on the "System for Award Management" generally known as SAM.gov.

The Vermont form may be obtained from:

VT Secretary of State  
128 State Street  
Montpelier, VT 05633-1101  
Phone: (802) 828-2363

Registration in the SAM.gov system can be done online at: <https://www.sam.gov/> (*Consultants will need a DUNS# to register.*)

The Contract will not be executed until the consultant is registered with the Secretary of State's Office and SAM.gov. The successful Consultant is expected to execute Sub-Agreements for each Sub-Consultant named in the Proposal upon award of this contract. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants. Prior to beginning any work, the Consultant shall obtain insurance coverage in accordance with standard State of Vermont requirements. The Certification of Insurance Coverage shall be documented on forms acceptable to the Municipality.

Sincerely, Kevin Harper, Municipal Project Manager on behalf of the Town of Bristol