



Town of Bristol

P.O. Box 249
1 South Street
Bristol, VT 05443
(802) 453-2410
www.bristolvt.org

BRISTOL MAIN STREET LIGHTING & SIDEWALK IMPROVEMENTS

REQUEST FOR PROPOSALS

DUE: Wednesday, January 9, 2019, 4:00pm

INTRODUCTION

The Town of Bristol is seeking proposals from a consultant or consultant team (Consultant) to design, permit, and provide construction services for the following: upgrade 14 vintage lamp posts along Main Street to LED; replace water damaged parts of the vintage lamp posts (or replace the entire posts) and the install them on new concrete pedestals; replace 711 feet of crumbling brick pavers with stamped concrete; and reset 711 feet of existing granite curbing along the sidewalk. Main Street is a central part of Bristol's designated downtown.

The Town is seeking a Consultant with expertise in electrical engineering and design of municipal lighting as well as permitting and construction administration services. The work will include design and technical specifications, meetings with Bristol CORE and the Selectboard, development of the construction bid documents, and design and technical support during construction. The successful Consultant will be selected based upon their demonstrated ability to achieve the goals of the project through their proposals.

PROJECT DEVELOPMENT

The Town of Bristol was awarded a \$100,000 grant from the Vermont Agency of Commerce and Community Development Downtown Transportation Fund and must comply with the Cooperative Agreement between the Town of Bristol and Vermont Agency of Commerce and Community Development. The remainder of the project funding is solely from municipal resources.

The owner of the project is the Town of Bristol. Authority for the Consultant during the project rests with the Town of Bristol Selectboard and Town Administrator. A committee including members of Bristol CORE board (<http://bristolcore.org>) will serve in an advisory role.

PROJECT DESCRIPTION/SCOPE OF WORK

The Main Street Lighting and Sidewalk Improvements Project is intended to upgrade the current street lamps with energy-efficient LED units, repair or replace the fixtures and mount them on concrete pedestals, improve safety by resetting the granite curbing and replacing the crumbling bricks, and tie Main Street in aesthetically with the main intersection and nearby Town Green.

The light fixtures are in poor condition from snow and salt buildup at the bases and dings from the sidewalk plow. The number of repair calls has increased significantly over this past year for such things as bulb replacements, parts replacement, and poor electrical service. We have been advised that replacement parts may no longer be available for this style of fixture. When the scope was originally developed, it was thought the fixtures could be retained. The option of replacing them with entirely new units and/or styles should be explored and compared.

The scope of work includes design, engineering, permitting, preparation of bid and construction documents, and construction management for the project.

Design work will include:

- Development of a base plan with the location of lighting fixtures and other amenities.
- Selection of products and alternatives for bidding.
- Engineering and design of electrical service to the lighting.

The Consultant is expected to:

- Visit the site.
- Evaluate the condition of the existing fixtures and electrical supply.
- Identify deficiencies and potential improvement options.
- Meet with the committee to review the options, cost estimates, and select a preferred alternative.
- Facilitate a public meeting to present the project and solicit public comments. This is likely to be coordinated with a regular or special Selectboard meeting.
- Provide permitting services:
 - Construction Permit Fire Prevention, Electrical, Plumbing, Accessibility (ADA).
 - Bristol Design Review Commission approval. This will require participation at one DRC meeting.
- Develop construction bid and contract documents.
- Provide construction inspection and management services.
- Provide record drawings of completed project.

SCHEDULE

The cooperative agreement for the Downtown Transportation Fund grant requires the project to be completed by October 23, 2020.

The Vermont Agency of Transportation will be paving Route 116 curb to curb through the downtown in 2020. Time will be of the essence to have the Main Street project out to bid for construction and sequenced in such a way (e.g., resetting of the curbs) to avoid conflict with the long-awaited VTrans paving project.

Below is an outline of a prospective schedule.

| Benchmark Date | Milestones |
|-----------------------|---|
| December 2018 | Engineering RFP advertised |
| January 2019 | Hire engineer |
| February 2019 | Kick-off meeting |
| March – June 2019 | Preliminary plans completed |
| | Public meeting for input (probably as part of a regular or special Selectboard meeting) |
| | Bristol Design Review Commission review |
| | Division for Historic Preservation review of plans (only if substantially different from current plans) |
| | State Dept. of Public Safety review |

| | |
|---------------------------|---|
| July 2019 | Finalize plans and construction documents |
| July – August 2019 | Advertise construction bid docs |
| | Award contract |
| September – November 2019 | Begin and complete construction |

CONSULTANT SELECTION PROCESS

Selection of the Consultant will be based on (but not limited to) technical merit and cost proposals. The technical proposal and cost proposal are to be submitted in separate envelopes or, if e-mailed, separate files.

The project committee will review and evaluate each technical proposal based on the criteria below:

- Understanding of the project and scope of work;
- Ability to meet project schedule;
- Past performance on similar projects;
- Qualifications / experience of proposed team; and
- Knowledge of State standards, policies, and procedures.

SUBMISSION REQUIREMENTS

Technical Proposal

The technical proposal should include a narrative that best represents the Consultant's qualifications to perform the scope of work.

The Technical Proposal should identify:

- Consultant's home office and firm;
- Individuals' resume and length of employment and related information;
- Individuals' technical abilities;
- Examples of previous projects;
- References;
- A detailed scope-of-work;
- A proposed design, engineering, and bidding schedule; and
- Any other pertinent information.

Cost Proposal

The cost proposal should be provided separately and indicate a not-to-exceed cost to deliver all services and provide supporting documentation needed by the Town. The fee for such services should be itemized by task and include an hourly rate sheet and provisions for any proposed subconsultants indicating the cost for their services. A list of reimbursable expenses should also be provided.

The cost proposal will be opened separately after the technical proposal has been reviewed. Final selection will be made based on the combination of technical merit and cost. The project committee may wish to interview firms if it is deemed necessary.

Proposals

All proposals become the property of the Town 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 Town reserves the right to reject any and all proposals received, 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 Town. This solicitation of proposals in no way obligates the Town to award a contract. All submittals will receive consideration without regard to race, gender, color, religion, creed, age, or national origin.

Proposals may be provided in either paper or electronic form. If by paper, please provide at least one reproducible and recyclable copy of the technical proposal and cost proposal. The cost proposal should be submitted in a separate envelope or electronic file from the technical proposal. Please clearly indicate the following information on the outside of each envelope or e-mail subject line and body:

- name and address of Consultant
- envelope or e-mail contents (e.g., Technical or Cost Proposal)
- project name: Bristol Main Street Lighting and Sidewalk Improvements Project

Submit Proposals to:

Bristol Town Administrator

One South Street

P.O. Box 249

Bristol, VT 05443

and/or

townadmin@bristolvt.org

Proposal must be received by: Wednesday, January 9, 2019, 4:00pm.

CONTRACT REQUIREMENTS

Prior to being awarded the contract, the Consultant and any subconsultants, if not already registered, will need to register with the VT Secretary of State's Office to do business in the State of Vermont. The Consultant will also need to provide a certificate of workers compensation and liability insurance with the Town listed as an additional insured. The contract will also need to include the standard subcontract provisions of the Vermont Downtown Fund cooperative grant agreement (Attachment E).

Questions? Contact Town Administrator Valerie Capels at (802) 453-2410 or townadmin@bristolvt.org.

ATTACHMENTS

Attachment A – Schematic Design

Attachment B – Photographs

Attachment C – Project Review Sheet

Attachment D – Division for Historic Preservation letter

Attachment E – Downtown Transportation Fund Grant Agreement - Attachment C