

**Request for Proposals  
Municipal Project Management  
Town of Strafford, Vermont**

**Date Issued: November 21, 2024 Date Due: December 19,2024 at 4 pm**

**Contact person: Paul Hardy, Highway Road Foreman**  
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**Email: [phardy@straffordvt.org](mailto:phardy@straffordvt.org) cc [townclerk@straffordvt.org](mailto:townclerk@straffordvt.org)**

All questions related to this request for proposals shall be addressed, in writing, to this individual no later than 5 business days prior to the Date Due above.

**I. INTRODUCTION**

The Town of Strafford is requesting proposals for project management services on two bridge repair projects impacted by July 2023 flooding (see project description in scope of work) funded through the Federal Emergency Management Agency (FEMA) and the Town of Strafford.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of Strafford Selectboard.

All work will be accomplished in accordance with FEMA Public Assistance (PA) Program and the following as a guide:

- Municipal Assistance Section (MAS) Guidebook for Municipally Managed Projects (found on the VTrans MAS website: <https://vtrans.vermont.gov/highway/local-projects> )
- Specifications for Contractor Services (found on the VTrans MAS website).

**II. SCOPE OF WORK**

The Town of Strafford has entered into an agreement with FEMA PA to develop project repairs to two bridges that were damaged during the July 2023 flooding.

**Project 1 – Ward Road Bridge**

Includes preparing the Design-Build procurement of the removal and replacement of a temporary bridge (BR#75) and the design, permitting and construction of the new bridge located on Ward Road (TH-77). The proposed work includes the design, permitting, and construction of a new bridge or open bottom rigid frame with a minimum rectangular waterway opening of 20 feet wide by 6 feet high resulting in a headwater depth of 3.9 feet at the 4% AEP and 5.0 feet at the 1% AEP. Any similar structure that fits the site conditions could be considered.

## **Project 2 – Van Dyke Road Bridge**

Includes preparing the Design-Build procurement for the replacement of a failed culvert on Van Dyke Road with a concrete box with an inside opening span of 12 feet and minimum height of 8 feet, buried 2 feet with 12-inch bed retention sills in the bottom of the structure. The structure should be filled level to the streambed with E-Stone, Type II, to result in a headwater depth of 4.5 feet at 4% AEP and 5.8 feet at 1% AEP to bring road up to Vermont Department of Environmental Conservation's Municipal Roads General Permit standards. Project will include road surface replacement and repair.

Accordingly, all aspects of project development, from developing the Design-Build procurement to constructing the project, must conform to federal and state regulations. The Town of Strafford has decided to contract services to fulfill its responsibilities with regard to project management. Those who assume such duties will herein be referred to as the Municipal Project Manager or MPM. The duties of the MPM will include coordination, Design-Build procurement and management, and construction management specific duties are below:

- Coordinate all project activities and monitor all aspects of project development on behalf of the municipality while acting as liaison between the Town, FEMA, consultants and/or contractors as necessary.
- Ensure adherence to federal and state rules and regulations relative to developing and constructing a project.
- Review and monitor a master schedule to coordinate all activities necessary for: completing the project design, coordinating all necessary permits and approvals, relocating conflicting utilities, acquiring and clearing all rights-of-way and preparing bid documents.
- Prepare Request for Proposals / Qualifications and Scope of Services for Design-Build needs for both bridge projects subject to FEMA approval. Act as member of selection team and assume responsibility for documenting this process.
- Ensure that all provisions of consulting/contracting contracts are met and submitted on time and within cost limits. Will be responsible for any and all contract administration.
- Review all project invoices for accuracy, completeness and reasonableness. These invoices will then be forwarded to the Town for requesting FEMA reimbursement.
- Provide regular progress reports to the Town with invoices.
- Identify, obtain approval of, and implement procedures for facilitating development of the project.

- Arrange for, participate in, and provide follow-up documentation of all project-related discussions, meetings or hearings.
- Monitor that any permit mandates, conditions and stipulations are incorporated in the project design.
- Seek approval for, document and obtain any waivers of design criteria if deemed necessary.
- Assume responsibility for the review of project plans and documents. Within the constraints of the review, the MPM will be responsible for exploring design options to improve constructability, reduce costs and expedite construction.
- Assist the municipality in all right-of-way issues. The MPM will provide or obtain certification to FEMA that the right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations.
- Assist the municipality with utility and/or railroad issues for the project. Provide assurances to FEMA that federal and state laws and regulations have been complied with.
- Review the project for compliance with all federal, state and local laws, ordinances, regulations and permit requirements, including environmental permitting. Provide certification to FEMA attesting that all requirements have been met and all permits have been obtained.
- Secure certification that the design meets all applicable standards, codes and requirements for design and public safety standards.
- Secure and submit to FEMA documentation by an engineer registered under the laws of the State of Vermont to practice structural or civil engineering attesting to the required structural capacity requirements for all bridges. Provide certification from an engineer of adherence of all traffic control devices per the Manual on Uniform Traffic Control Devices.
- Secure and submit a statement to FEMA as to which permits, agreements and clearances have been secured and which ones are not applicable to the project.
- Provide project administration and construction management of project during construction.
- Secure certification and submit to FEMA that the project was constructed as designed.

- Keep a master project file which will become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the MPM will be responsible for providing or securing such information.

### **III. RESPONSE FORMAT**

Responses to this RFP shall consist of a Technical Proposal and a Cost Proposal being submitted in separate sealed envelopes.

A. A Technical Proposal consisting of:

1. A cover letter expressing the firm's interest in working with the TOWN OF STRAFFORD including identification of the principal individuals that will provide the requested services.
2. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task and a proposed schedule.
3. Demonstration of success on FEMA Public Assistance projects, an understanding of the importance of staying within the Scope of Work and the importance of communicating to FEMA and the project liaison in advance if there need to be any substantive changes to that Scope of Work.
4. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
5. Demonstration of construction management experience.

A. A Separate Cost Proposal consisting of:

1. Labor Hour Estimate with hourly rates for all classifications of personnel who may be utilized for the services requested. These rates shall be presented and broken down by direct labor cost and indirect cost by percentage or by hourly rate.

### **IV. CONSULTANT SELECTION**

The Selection Committee is made up of *(2 to 5 members)*. The Selection Committee will make a recommendation to the Town Selectboard and the Town Selectboard will award a contract.

The selection committee will review and evaluate all proposals based on the following criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Knowledge of State and Federal Regulations and Policies	3	10	30
Experience with Financial Management	1	10	10
Experience with Preparing Design-Build RFP	1	10	10
Experience with FEMA project requirements	2	10	20
Experience with Administering Projects from Preliminary Design through Construction Completion	2	10	20
Experience with Construction Management	1	10	10
<b>TOTAL</b>			<b>100</b>

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. The Town of Strafford reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented. Should the awarded consultant propose any substitutions to the project personnel in the future, they must submit a letter to VTrans for review in consultation with the Municipality, requesting approval of such a change.

The committee will select the consultant on or about January 9, 2025, to perform the services as outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

**V. SUBMISSIONS**

Consultants interested in this project should submit their proposal to the contact name and address indicated.

Submit as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The proposal, upon submission, becomes the property of the Town of Strafford. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town of Strafford reserves the right to reject the proposal received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town of Strafford. This solicitation in no way obligates the Town of Strafford to award a contract.

## VI. CONTRACTING

The Consultant, prior to being awarded a contract, shall 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.vtsosonline.com/online>.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that the consultant will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Strafford Selectboard, P.O. Box 27, Strafford, VT 05072. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the VTrans Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.