

CULVERT REPLACEMENT AND DITCHING

Project: Brook Road MRGP

Town of Strafford, VT

Brook Road TH-05 and Cross Road TH-43

I. PROJECT DESCRIPTION

The Town of Strafford, is seeking contract services to clean and shape stone-lined drainage ditches, install stone check-dams and turnouts or other distributed flow infiltration and stabilize conveyance zones for proper drainage and to replace eight culverts with 12-18" inch culverts and stone-lined inlet/outlets to bring road up to Vermont Department of Environmental Conservation's Municipal Roads General Permit standards.

The RFP packet shall be submitted by **May 21st, 2024**.

Contractor Selection will be made by **May 28th, 2024**.

The design and bid documents shall be completed by **June 11th, 2024**.

The lead contact for this project is:

Paul Hardy

PO Box 27, Strafford, VT 05072

Phone (802) 765-4550

Email: phardy@straffordvt.org

II. RESPONSE FORMAT

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the contractor's interest in working with the town.
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. This must include a plan for road closures and traffic control measures.
4. A summary of estimated labor hours by task.

5. A proposed schedule that indicates project milestones and overall time for completion.
6. Description of experience with similar projects, including a contact name and phone number for reference.
7. Demonstration of Best Management Practices (BMPs) in accordance with Vermont Department of Environmental Conservation's Municipal Roads General Permit standards and an understanding of the importance of staying within the Scope of Work and the importance of communicating to the project liaison in advance if there need to be any substantive changes to that Scope of Work.

B) A separate cost proposal consisting of direct labor cost per class of labor, materials cost, overhead rate, and total fee for the project.

III. CONTRACTOR SELECTION

The contractor selection will be made by a committee that includes Town of Strafford representatives. The proposal will be evaluated considering the following criteria:

1. Understanding the Scope of Work
2. Knowledge of Project Area
3. Qualifications/Experience of Contractor
5. Past Performance on Similar Projects
6. Reasonableness of proposed schedule and cost

The selection committee may elect to interview contractors prior to final selection.

The committee will select the consultant on or about **May 28th, 2024**.

IV. SUBMISSIONS

Contractors interested in this project should submit a hard copy of their proposal in a sealed envelope to:

Lisa Bragg, Town Clerk

227 Justin Morrill Highway, PO Box 27, Strafford, VT 05072

Phone (802) 765-4411

Monday – Thursday 7:30 am – 4:30 pm

Email: townclerk@straffordvt.org

Proposals must be submitted in a sealed envelope with the following information clearly printed on the outside:

1. Name and address of prime consultant
2. Due date and time
3. Project name **BROOK ROAD MRGP**

Questions about the project should be directed to:

Paul Hardy

PO Box 27, Strafford, VT 05072

Phone (802) 765-4550

Email: phardy@straffordvt.org

All proposals must be received by the Town **no later than 4:00 PM on Tuesday, May 21st, 2024**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced or emailed proposals will be accepted.

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

V. CONTRACTING

The Contractor, 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.sec.state.vt.us/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the specifications for Contractor Services updated 2023. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any businesses, they may appeal in writing to the Town of Strafford Selectboard, PO 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.

VI. SCOPE OF WORK

- i) Clean and shape stone-lined drainage ditches, install stone check-dams and turnouts or other distributed flow infiltration and stabilize conveyance zones for proper drainage with 7" stone.
- ii) Replace (8) 18" culverts along Brook Road TH-5
- iii) Restore ditches with 7" stone lining to improve drainage and reduce erosion before and after culverts.
- iv) Additionally, if the Town of Strafford is awarded additional funding from the Better Roads Grant program, replace Culvert 11 on Cross Road TH- 43 with upsized 24" culvert and 7" stone lined at inlet and outlet to improve water flow and reduce erosion and flooding at project site.
- v) Provide and manage traffic control measures to maintain traffic flow, safety vehicle access, and access for residents during project
- vi) All work must comply with Town Codes and Standards 2019 (https://www.straffordvt.org/files/ugd/0580b2_2835ea7f14c4407195647fe7a2bea25d.pdf)

Attachment

Brook Road MRGP Site Map
Cross Road Site Map