



Town of Thetford

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TOWN HIGHWAY STRUCTURES INVENTORY UPDATE AND CAPITAL PLAN REQUEST FOR PROPOSALS

I. INTRODUCTION

The Town of Thetford is soliciting proposals from qualified consultants with proven expertise in the fields of transportation engineering and global positioning systems (GPS) services for an update to a 2008 town-wide highway structures inventory and the development of a 5 year capital plan for priority sites. The Town has been awarded a \$8,000 Better Roads Grant to complete this work.

II. BACKGROUND

The town has an inventory that is outdated. The data was collected in 2008 and not updated. New structures will need to be located using Global Positioning Satellite (GPS) technology. The Town's highway system includes approximately 760 structures and over approximately 60 miles of Town Highways.

III. SCOPE OF WORK

An updated Town Highway Structures Inventory is an inventory of the bridges and culverts on all Town Highways and shall include all bridges less than 20 ft. in length and all highway culverts.

The Consultant will:

- a. Coordinate the schedule and inventory process with the appropriate town officials and encourage them to assist with information gathering.
- b. Travel to each structure location
- c. Record the physical location of each new structure; verify the GPS location of structures located in the prior inventory
- d. Complete a database inventory form for each structure based on the Vermont Online Bridge and Culvert Inventory Tool (VOBCIT) inventory form (<http://vtculverts.org>). Culverts located within hydraulically connected roadway segments shall be identified with the segment number noted.
- e. Create a shapefile containing point locations (GPS Points) and associated attributes and update all information in the database located at <http://vtculverts.org>.

f. Use the condition assessment in conjunction with a risk analysis regarding roadway loss and water quality impacts to prioritize culvert replacements in the form of a 5-year capital plan.

f. Structures included in the capital plan shall include hydrologic and hydraulic analysis to ensure proper sizing.

g. Coordinate and schedule a meeting with Town Staff to review findings and provide deliverables

It is anticipated this project starts in May of 2018 with field work completed before snow flies and concludes with final reports and data no later than December 31, 2018. You will be coordinating with the Town Road Foreman and Project Manager for input and analysis.

Deliverables include a completed structures inventory form for each highway structure, an ESRI point shape file in Vermont State Plane Coordinates and a Memo to serve as a 5-Year Capital Plan for priority replacements. Recommendations for funding strategies shall be incorporated into the Capital Plan including set asides for the Town Structures Fund.

This is a simplified procurement process. Interested consultants should submit a proposal that briefly describes the team, provides a per structure inventory cost as well as a total lump sum, and details an anticipated project schedule.

All proposals become the property of the Town of Thetford upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Consultant. 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 of Thetford. This solicitation in no way obligates the Town to award a contract.

Responses to this RFP should consist of the following:

1. TECHNICAL PROPOSAL

- a. A cover letter signed by an authorized representative expressing the firm's interest in working with the Town of Thetford on this particular project, identification of the principal individuals that will provide the requested services, and the proposed total cost to complete the project.
- b. A description of the general approach to be taken toward completion of the project and an explanation of any variances to the proposed scope of work as outlined in the RFP.
- c. A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task, and a summary of estimated labor hours by task.
- d. A proposed schedule that indicates project milestones, review periods, and overall time for completion.
- e. 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.
- f. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

2. COST PROPOSAL:

a. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and lump-sum fee for the project broken into subtotals for the project components listed in the project overview.

b. A separate cost schedule if using sub-consultants. Technical and cost proposals must be submitted in a sealed envelope with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents (technical and cost proposal)
- Project name – Town of Thetford – Culvert Inventory Update

B. SELECTION

The basis for selection will be:

1. Demonstrated ability and prior experience of the firm and the personnel to be assigned to this project.
2. Clarity of the proposal.
3. Experience developing culvert inventories.
4. Ability to work with citizen groups, municipal government and State agencies.
5. Proven record of successful completion of similar projects.
6. Cost of completing the project

Proposals can be emailed. Submissions will be accepted until 1:00pm, Monday April 30th, 2016.

Questions or comments should be directed to Mary Ellen Parkman, DPW Project Manager at zoning@thetfordvermont.us or (802) 785-2922, ext. 3.