



Town of Thetford

• PO Box 126

• Thetford Center, VT 05075

• (802) 785-2922

## CAPITAL IMPROVEMENTS PLAN – PAVED CLASS 2 & 3 ROADS REQUEST FOR PROPOSALS

### 1. INTRODUCTION

The Town of Thetford requests proposals from qualified consultants to provide an updated capital improvements plan for **paving** town highways **and improving its associated drainage systems**, which includes:

- Summaries and findings of inspections and assessment of all paved sections of Class 2 and 3 town roads by 100 m roadway segment as used for the basis of the Municipal Roads General Permit.
- Recommendations for prioritization of short and long-term repairs, inclusive of associated base or sub-base improvements, culvert upgrades and ditching for each segment.
- **Areas located within hydraulically connected segment shall be closely examined and recommendations for drainage to improve water quality shall be made. Data collected will be in accordance with the Municipal Roads General Permit.** Erosion Inventory Form A should be completed for paved segments that are hydraulically connected.
- Recommendations for improvements for each segment over a 20 year life cycle shall be presented with project costs in the format of a 20-year capital plan. Initial repairs and follow-up maintenance requirements shall be included.
- Recommendations for funding strategies shall be incorporated into the capital plan including grant programs and annual set-asides into the highway paving and structures funds.

The final report shall include a 15 year capital improvement plan for paving and associated drainage improvements. The final CIP shall assure the Town of Thetford's on-going compliance with the 2013 town road and bridge standards, Municipal Road General Permit requirements, storm water regulations, and any other state regulations that would require improvements to drainage or safety features associated with paved roads. The Town has been awarded an \$8,000 Better Roads Grant to complete this work.

### II. SCOPE OF WORK

#### A. Project Overview

The Town of Thetford has approximately 20.8 miles of paved Class 2 and Class 3 roads.

The town has 2008 culvert inventory and the data is available for download via [www.VermontCulverts.org](http://www.VermontCulverts.org) or directly from transportation planning staff at TRORC (802) 457-3188. In 2018 the Town also plans to issue an RFP for an update to this culvert inventory.

## B. Cost Estimates

The Town desires a short-term and long-term capital improvement plan, which is based on cost estimating of sufficient detail to provide the basis for annual paving and capital budgeting. Additionally, cost estimates for repairs of road segments (inclusive of permitting, possible engineering, and contingencies) need to be in sufficient detail to enable the Town to make application to VTRANS for grant funding of repairs.

For years 1 – 5 of the Plan, and should the Town agree, total project costs for most-needed repairs should include quantities by VTRANS specification section. The Town would need to solicit formal bids for projects whose total costs exceed \$10,000. Year one shall be considered to start January 1, 2020. Improvements to hydraulically connected segments that are determined to be "Very High Primary Road Segments" by MRGP standards shall be included in years 1-5 of this capital plan.

The Town requests that a shape file be provided showing the extents of paved roads in Thetford and the condition assessment data be provided in a format compatible for use by the Town, please confirm these requirements with the Town prior to submitting the data.

## C. Town Meetings

In addition to the initial startup meeting, the Town anticipates one meeting with the Selectboard to review the proposed recommendations. In addition, the Consultant will meet with Town staff as warranted throughout the project to address issues as they arise. The Consultant will present the project at all meetings, and make whatever changes are required as a result of these meetings.

## D. Project Deliverables

Consultant shall prepare a 15 year Proposed Capital Improvement Plan for Paved Roads. Three hard copies of the Plan shall be provided as well as PDF files and the original Word or Excel files. Deliverables shall include supportive data (i.e. analyses, maps, digital and paper reports).

## III. GENERAL INFORMATION

1. The Consultant will ensure that all work completed is in compliance with all applicable Town, State and Federal regulations, standards or guidelines.
2. Submissions for review and comment by the Town shall be made at the appropriate junctures in the investigation and report preparation phase.
3. All work on the project is expected to be completed by December 1, 2018.

## IV. PROPOSAL FORMAT AND SELECTION

### A. Proposals

Consultants shall submit three (3) hard copies of their proposals plus an electronic copy to:

Mary Ellen Parkman, DPW Project Manager  
Town of Thetford  
P.O. Box 126

3910 Route 113  
Thetford, Vermont 05075

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 - Pavement Capital Improvement Plan

## 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 capital improvements plans.
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, 2018.

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