

**REQUEST FOR PROPOSALS**

Engineering Consultant Services for  
**EVELYN STREET CORRIDOR REDEVELOPMENT PROJECT**

**ISSUE DATE:** December 22, 2016

**QUESTIONS DUE BY:** January 12, 2017 4:00 pm (EST)

**DUE DATE AND TIME:** January 24, 2017 4:00 pm (EST)

On behalf of the City of Rutland, the Rutland Redevelopment Authority (RRA) is soliciting proposals from qualified consultants for the preparation of a Planning Study related to the redevelopment of a section of land in the City's downtown, locally known as the Evelyn Street Corridor. This currently underutilized area is envisioned as a vibrant destination providing the City with a pedestrian only public space anchored by a hotel and conference center with associated retail and commercial opportunities at street level.

This project is being funded through a Vermont Community Development Program (VCDP) planning grant.

In order to be considered responsive to this request, each proposal shall conform to the following requirements:

1. Submit an electronic copy on a CD as well as six (6) copies of the Proposal in a sealed envelope.
2. Clearly indicate the following information on the outside of the sealed envelope or package containing the proposal:

Name and address of the Vendor  
Due date and time  
Envelope contents (e.g., Proposal Documents)  
Project name: "Planning Study Proposal – Evelyn Street Redevelopment Project"

If any of the above requirements are not met, the Proposal may not be considered.

**POINT OF CONTACT**

All communications concerning this Request for Proposal (RFP) are to be addressed in writing to the attention of Brennan Duffy, Executive Director, Rutland Redevelopment Authority at [duffyrra@rutlandvtbusiness.com](mailto:duffyrra@rutlandvtbusiness.com), 1 Strongs Avenue, Rutland, VT 05701. Mr. Duffy is the sole contact for this proposal.

**QUESTION & ANSWER PERIOD**

Any vendor requiring clarification of any section of this proposal, or other portion of the RFP, must submit specific questions in writing **no later than January 12, 2017**. Questions may be emailed to [duffyrra@rutlandvtbusiness.com](mailto:duffyrra@rutlandvtbusiness.com). Written responses to all questions submitted will be posted on the RRA web site at [rutlandvtbusiness.com](http://rutlandvtbusiness.com) following the question submission deadline.

**SUBMISSION DEADLINE**

**The deadline for submitting Proposals is 4:00pm EST on January 24, 2017.** Proposals received after this deadline will not be accepted.

## **SUBMISSION INSTRUCTIONS**

Proposals should be submitted to:

Rutland Redevelopment Authority  
City of Rutland  
1 Strongs Avenue  
Rutland, VT 05701  
Attn: Barbara Spaulding

Acceptable methods of delivery are:

- **US MAIL:** Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to ensure bids are received and time stamped prior to the time of the bid closing.
- **EXPRESS DELIVERY:** If bids are being sent via an express delivery service, be certain that the RFP designation is clearly shown on the outside of the delivery envelope or box. Express delivery packages will not be considered received until the express delivery package has been received and time stamped by the RRA.
- **HAND DELIVERY:** Hand delivery to the RRA offices specified above is acceptable.

*Solely electronic proposals will NOT be accepted.*

## **INTRODUCTION**

On behalf of the City of Rutland, the Rutland Redevelopment Authority (RRA) is soliciting proposals from qualified consultants for the preparation of a Planning Study related to the redevelopment of a section of land in the City's downtown, locally known as the Evelyn Street Corridor. This currently underutilized area is envisioned as a vibrant destination providing the City with a pedestrian only public space anchored by a hotel and conference center with associated retail and commercial opportunities at street level.

A Planning Study is necessary to determine if the proposed redevelopment project is financially viable for the public and private parties involved. This study is meant to further expand on an existing conceptual site plan previously prepared for the project site. (The preliminary conceptual design is attached to this RFP.)

This project is being funded through a Vermont Community Development Program (VCDP) planning grant.

## **SCOPE OF WORK**

The consultant shall perform all work necessary to develop a comprehensive Planning Study of the proposed Evelyn Street Corridor Redevelopment Project. In order to gain a better understanding of the impact and cost of the proposed project, the following questions shall be addressed in the study:

- What is the total estimated cost to design and construct the project (excluding new building design/construction)?
- What and where are potential contamination issues within the project site and what is the estimated cost to mitigate them?
- What impact will this project have on downtown traffic, and what measures should be taken to mitigate any adverse impact?
- Is existing/proposed parking sufficient and properly located to support the proposed redevelopment; if not, what are potential solutions to the parking deficiency, which among those solutions would be recommended, and why?
- What are the principal complications or causes for concern regarding the Project, and how would the vendor propose to resolve/overcome them?
- How should the conceptual design be improved and/or made more cost effective?

It is anticipated that the project tasks listed below will be necessary to successfully develop and deliver a comprehensive Planning Study. These tasks are intended as a general outline of the activities considered appropriate to meet the project objectives.

However, Vendors are encouraged to use their expertise, initiative and innovation when developing their proposals to refine the scope of work activities and amend/propose additional or alternative activities which they consider appropriate or beneficial to the outcome of this project.

### **A.) Existing Conditions Site Plan of the Project Site**

The existing conditions site plan shall depict all significant physical features and shall include existing topography and a boundary survey of all properties within the project area.

### **B.) Preliminary Site Plan Design of the Project Site**

The conceptual site plan shall be advanced to the preliminary design stage. The preliminary site plan shall depict all proposed physical improvements to the project site. It shall also include a boundary survey of all properties and existing and proposed topography.

**C.) Environmental Assessment**

An environmental assessment shall be performed which includes soil borings and a review of contamination issues associated with the project site.

**D.) Preliminary Traffic Study**

A preliminary traffic study shall be conducted to determine the impact resulting from the proposed redevelopment and modifications to existing City streets. Parking requirements shall also be analyzed.

**E.) Construction Cost Estimate**

A comprehensive estimate of probable site construction cost (excluding new building design/construction) shall be prepared based upon the preliminary site design and environmental assessment. A total cost shall be determined including engineering design and construction.

The vendor will provide all required elements of the planning study using their own in-house resources or may sub-contract applicable services to third-party entity/entities with specialized expertise. In the case of sub-contracting a specialized service component of the project scope of work the vendor is responsible for overseeing and contracting with their selected third-party entity and shall package any associated work into the final planning study.

The completed planning study will be used to determine project feasibility. Should the project be determined feasible and proceed to implementation utilizing VCDP funding, the vendor, or any specialized service provider, will have the possibility of procuring additional phases of work through the construction phase. The selection process for awarding additional work will be based on fair and open competition.

**PROPOSAL REQUIREMENTS**

Proposals must include the following information compiled in the order outlined below. Failure to follow this format may result in the proposal being considered non-responsive and ineligible for consideration.

**1. Qualifications**

**A. Experience and Qualifications of the Project Team**

Include a statement of the firm's experience in providing the services stated in the Scope of Services. If subcontractors providing specialized services will be used, they should be identified and their qualifications included in the proposal.

**B. Personnel**

List key professional staff to be assigned work under the contract and describe their experience as project team members. Include experience of key individuals assigned to the project, emphasizing their experience in working with similar projects. Show only experience directly related to their assigned duties under the proposed project.

**C. Insurance**

Respond to City insurance requirements as stated in this Request for Proposals (see below).

**D. Resumes and Certifications**

Respondent may attach resumes and certifications under a separate tab at the end of the proposal.

E. References

Provide a list of at least three (3) current references for whom comparable work has been performed within the past three (3) years. The list shall include company name, person to contact, address, telephone number and description of services performed. References shall be selected who can comment on the quality, consistency and reliability of services your firm has provided.

Entities submitting proposals in response to this request must be certified and registered with the Vermont Secretary of State's office and must not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

Consideration will be given to minority, women-owned and local small businesses.

**2. Work to be Performed**

Technical Proposal

Provide a detailed description of services/tasks proposed as to satisfy the requirements described in this solicitation.

**3. Cost Proposal & Schedule**

Fee Schedule

Provide a complete cost proposal comprised of a composite cost matrix (one for the Vendor and one for each subcontractor) by phase and task of direct labor hours, direct labor cost per class of labor, overhead rate and fee for the project with a not to exceed amount for each phase. If the Vendor intends to utilize the services of subcontractors, the cost estimate will include the subcontractor's cost estimates and will indicate the basis on which the subcontractor will be paid (firm fixed price, cost plus fixed fee, labor/hour rates, etc.)

Schedule

Provide a project schedule (bar graph type) broken down by month with specific task descriptions.

**4. Other Information**

Provide any other information relevant to this Request for Proposal.

**PROPOSAL EVALUATION & SELECTION**

Proposals will be evaluated by a Selection Committee based upon but not limited to the following criteria:

- Vendor's understanding of the work to be performed
- Prior experience/completed work of a similar type
- Information presented in the proposal
- Qualifications and experience of Consultant & Project Team assigned to this project
- Proposal pricing
- Organizations ability to successfully conduct level of work outlined in RFP
- Quality of recommendations from references
- Timeframe to complete work
- Adequate staff to meet work required
- Vendor presentation (only if requested)

An award will be made that represents the best interest of the City of Rutland and the RRA. Vendors must demonstrate that they have the organization, experience, technical skill, equipment, financial resources, and proven ability to provide the consulting services required.

The RRA, on behalf of the City, reserves the right to accept or reject any and all proposals. Proposals will be reviewed and vendor selection decision made by a steering committee consisting of appropriate stakeholders. Vendors may be asked to provide additional information and detail to their proposal and may be invited to meet with the steering committee in person to provide additional information. A vendor selection decision is anticipated by **February 15, 2017**. Vendors whose proposals are not selected will be notified in writing.

The RRA, on behalf of the City, reserves the right to narrow the selection of vendors and negotiate for the best and final offer until a contract agreement can be reached with the vendor which represents the best interests of the City of Rutland and the RRA. In the event all bids received are over the amount budgeted the City reserves the right to conduct value engineering with the lowest and most qualified bidder.

### **CONFIDENTIALITY**

All responses will become part of the contract file and will become a matter of public record. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 VSA, Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

### **CONTRACT TERMS**

The selected vendor will sign a contract to provide the services named in their responses, at the prices listed. Minimum support levels, terms, and conditions from this RFP, and the vendor's response will become part of the contract. This contract will be subject to review throughout its term. The RRA will consider cancellation upon discovery that a vendor is in violation of any portion of the agreement, including an inability by the vendor to provide the products, support, and/or service offered in their response.

### **STATEMENT OF RIGHTS**

The RRA reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Vendors may be asked to give a verbal presentation of their proposal after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's proposal. To secure a project that is deemed to be in the best interest of the City of Rutland and the RRA, the RRA reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions.

### **COST & OWNERSHIP OF PROPOSAL**

All proposals become the property of the RRA and City upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Consultant. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any

formality and any technicalities or to cancel this request for proposals in part or in its entirety if it is in the best interests of the City. This solicitation of proposals in no way obligates the City to award a contract.

## **INSURANCE**

The Consultant shall agree to provide and maintain the types and limits of insurance listed below for the term of the contract. This insurance shall be obtained from an insurer having an A.M. Best Insurance Rating of at least A- in a financial size category of VII or greater.

Prior to the start of any work, the Consultant shall provide the municipality with one or more Certificate(s) of Insurance showing evidence of all coverages required and naming the municipality as an Additional Insured. All Certificates shall contain a provision stating that the coverages afforded under said policies will not be cancelled, materially changed, or not renewed without thirty (30) days written prior notice to the municipality, except ten (10) days for non-payment of premium.

The Consultant is responsible to verify that:

1. all subcontractors, agents or workers meet the minimum coverages and limits plus maintain current certificates of coverage for all subcontractors, agents and workers
2. all coverage shall include adequate protection for activities involving hazardous materials
3. all work activities related to the agreement shall meet minimum coverages and limits
4. Minimum insurance coverages are:
  - Statutory Workers' Compensation Insurance & Employers Liability Insurance - \$1,000,000 per occurrence.
  - Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate annually.
  - Property Insurance: "Open Perils" property coverage on a full replacement cost basis for all of the Contractor's real and personal property and the personal property of others in the Contractor's care, custody, or control located on or in any of the City's premises.
  - Commercial Auto Liability Insurance covering all Owned & Hired and Non-Owned vehicles, - \$1,000,000 Combined Single Limit per occurrence.
  - Professional Liability Insurance for \$1,000,000 per occurrence and \$2,000,000 in the aggregate annually.

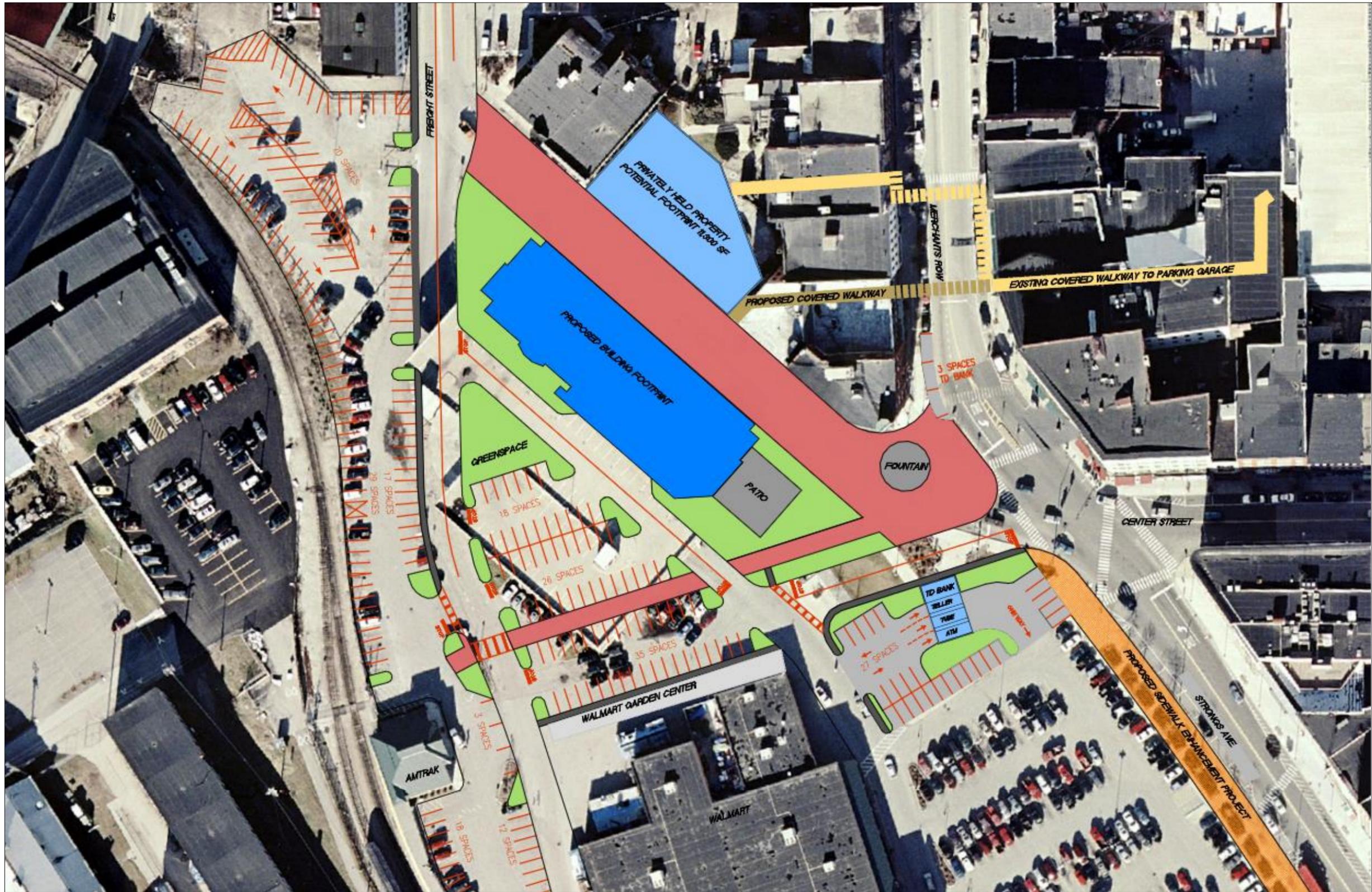
No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Consultant for the Consultant's operations. These are solely minimums that have been developed and must be met to protect the interests of the City.

## **SAFETY**

The City of Rutland considers illness and injury prevention of primary importance in all phases of its operations and administration. It is the objective of the City to provide a safe and healthful environment for all its workers and guests. For this reason, the City insists upon strict compliance with OSHA safety standards and environmental regulations. All consultants/contractors/vendors must be in full compliance with all applicable laws and regulations including proper use of personal protective devices, trench protection, lockout/tagout procedures, confined space entry, fall protection and scaffolding assembly.

## **EQUAL OPPORTUNITY POLICY**

The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.



EVELYN STREET REDEVELOPMENT PROJECT  
CONCEPTUAL SITE PLAN