

**Town of St. Johnsbury**  
**Request for Qualifications**  
*Engineering, Design and Bid Review Services*  
Three Rivers Path Extension and Trailhead Center  
**Proposal must be received by: Thursday, April 19, 2018 at 4:00 p.m.**

**INTRODUCTION**

The Town of St. Johnsbury has been awarded a Northern Border Regional Commission grant to design and construct an extension to the Town's Three Rivers Path into the Bay Street area of St. Johnsbury's downtown, and to convert a derelict 2-story industrial building on a .21 acre parcel into a trail-head center with space for recreational equipment rentals and related retail uses, interpretive exhibits showcasing the natural and cultural history of the Passumpsic Riverfront, and limited parking.

The Town hereby requests proposals from qualified consultants (Consultant) to design and create bid documents for the proposed trail and trailhead center improvements.

The procurement process for selection of the Consultant will be based on responses to this Request for Qualifications (RFQ). The Consultant will be selected based upon their demonstrated ability to achieve the goals of the project.

**PROJECT DEVELOPMENT**

The project has been awarded a grant from the Northern Border Regional Commission (NBRC), which provides 79% of the funding for this project. Total project budget, including design, construction, project management and administration, is \$540,000. This project will be developed pursuant to the Cooperative Agreement # NBRC17GVT07 between the Town of St. Johnsbury and NBRC. The owner of the project is the Town of St. Johnsbury. The project will be based on selected components of the **Riverfront Access Concept Plan – Three Rivers Path Extension (“Concept Plan”)** included in the report entitled *St. Johnsbury Riverfront Conceptual Access Study* prepared by GPI for the Town of St. Johnsbury in May 2017.

**PROJECT REQUIREMENTS**

The project will be in accordance with the Cooperative Agreement between NBRC and Town of St. Johnsbury, including the specifications for consultant services. Procedures for selecting consultants shall be in accordance with the procurement standards set forth in 12 C.F.R. 200.319.

**PROJECT DESCRIPTION/SCOPE OF WORK**

The Three Rivers Path Extension and Trailhead Center project will include:

- Design and construction of +/- 530 linear feet of sidewalk, curbing, crosswalk, and associated signage from the Pomerleau Building at Depot Square, through the “honking tunnel” which passes under an active freight rail line, to Bay Street.
- Architectural designs and construction of improvements to convert the former industrial building at 195 Bay Street to a Trail Head Center with space for rental of recreational gear (fishing rods, bikes, canoes), related retail uses, and a small parking area. Asbestos abatement in accordance

with the State of Vermont Department of Health requirements will need to be part of the renovation/demolition work.<sup>1</sup> In addition, the site is registered with the Vermont Department of Environmental Conservation (DEC), Waste Management and Prevention Division (WMPD) as the KNTT Investments Property, SMS Site # 2012-4308. Any disturbance of contaminated soils will need to be handled in accordance with procedures established by the WMPD.

- Design and construction of an approximately 1350 linear-foot bike/pedestrian trail from the new Trail Head Center across a 9-acre property owned by Green Mountain Power, connecting again with Bay Street where approximately 2880 linear feet of striped bike lane will connect to the existing trail head of the Lamoille Valley Rail Trail on South Main Street.
- A minimally-improved side pedestrian path located along an existing fisherman's foot path connecting the bike trail to the Passumpsic River. Grading plans at an existing Combined Sewer Overflow outfall adjacent to the path will also be part of the design.
- Green Stormwater Infrastructure (GSI) should be utilized in site design to the extent feasible, with consideration given to soil contamination issues in the project area.

## SCOPE OF SERVICES

The Consultant should be familiar with the following documents pertaining to the project area, copies of which may be obtained by contacting Irene Nagle, AICP, [inagle@nvda.net](mailto:inagle@nvda.net):

- *St. Johnsbury Riverfront Conceptual Access Study*, May 2017
- *Area Wide Assessment, Bay Street Area, St. Johnsbury, Final Report*, December 31, 2011
- *KNTT Demolition, Asbestos Management and Site Restoration Plan*, July 2014
- *Certificate of Completion issued by VTDEC for 195 Bay Street, (SMS#2012-4308), April 3, 2014.*

The Consultant's scope of services will include:

- Project Management: The Consultant shall provide project management including coordination of all project activities and monitoring of project development including review and updating project schedules, and budgets, coordination of necessary permits and approvals and preparing bid documents.
- Public outreach and status meetings: The Consultant shall attend a project kickoff meeting with the oversight committee comprised of involved organizations to discuss incorporation of desired features into project design, including features identified on the Riverfront Access Concept Plan prepared in 2017. The consultant shall attend an additional two public meetings to present status updates on the project – one to present preliminary designs, and one to present final plans.
- Project Time Line. The Consultant will work with the oversight committee to develop the project task timeline for this project to assure that all tasks from design to construction will be completed by September 2019 in accordance with the provision of the NBRC grant.
- Identification of resources, impacts and constraints. The Consultant shall identify the boundaries of wetlands, floodplains, and any other pertinent natural resource, historic, archaeological, or architectural resources in or directly adjacent to the project area. The Consultant shall suggest

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<sup>1</sup> A Demolition, Asbestos Management and Site Restoration Plan was prepared for 195 Bay Street in July of 2014 by Weston & Sampson Engineers, Inc., but never executed.

amendments to the Concept Plan as necessary to avoid or minimize impacts on any identified resources.

- Plan for the handling of hazardous waste generation: The Consultant shall, as part of the design plans for the trail and the trail head center, include plans for the proper handling and disposal of any hazardous waste generated as a result of project construction (i.e., excavation and removal of contaminated soils, and/or building materials.)
- Coordination with Green Mountain Power. Consultant shall confer with Green Mountain Power (GMP) on the path layout early in the design phase to assure that the path maintains appropriate distance to electrical equipment. Final plans will depict the location of a permanent public access easement to be granted to the Town by GMP.
- Coordination with Allen Lumber. Consultant shall consider any access concerns of adjacent property owner Allen Lumber in the design of the Trailhead Center and associated parking.
- Permitting. The Consultant shall prepare all permits necessary to construct the project for review and submittal by the Town.
- Coordination with other projects. The Consultant shall coordinate with the design of any proposed changes to the wayfinding signage at the existing LVRT trailhead. The design of the side path to the Passumpsic River shall also consider plans for the future elimination of the Combined Sewer Overflows in the project area.
- Development of Preliminary Cost Estimates. The Consultant will develop total project cost estimates for construction in keeping with the budget established under the terms of the awarded NBRC grant. The cost estimates should include engineering, construction, project management and any other associated costs.
- Development of construction documents and bid review. The Consultant will provide construction documents sufficient to allow the project to go to bid including plans, technical specifications and bid documents in accordance with EJCDC. The Consultant shall also provide a final total project cost estimate with a detailed construction cost estimate.

Construction Services and Resident Engineering is not included in the scope of work at this time, but the Town reserves the right to include these services in the contract executed with the selected consultant, if appropriate.

## **DELIVERABLES**

The Consultant will provide draft plans one full week prior to the meeting in which they will be discussed. 3 hard copies will be provided to the Project Manager, Town Manager and NVDA. Digital versions will be presented in slide format for public viewing.

Final bid documents for construction of the 3 Rivers Path Extension and the Trail Head Center shall be provided in both hard copy and electronically (as pdf documents).

All materials developed under this project shall be transferred to the Town of St. Johnsbury upon completion of the project and shall become the property of the Town of St. Johnsbury.

## **SUBMISSION REQUIREMENTS/ RESPONSE FORMAT**

Responses to this RFQ should consist of the following:

A narrative that best represents the Consultant's qualifications to perform the scope of work, as described above. It shall include the following components:

### Technical Proposal:

1. A cover letter expressing the firm's interest in working on the project.
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 RFQ, 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.
4. A proposed schedule that indicates project milestones and overall time for completion of plans in design phase, that allows all subsequent construction work to be completed within the NBRC Grant performance period.
5. 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.
6. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

Please note that Items 1 – 5 should not exceed 12 pages.

### Cost Proposal- please provide a separate sealed Cost Proposal:

A summary of proposed costs consisting of a composite schedule by task of labor hours, billing rates including overhead and profit and expenses. Costs shall include all associated project costs, including subcontractor services and any reimbursable expenses.

### **QUESTIONS**

All questions related to this RFQ shall be directed to the administrative contact acting on behalf of the Town of St. Johnsbury:

Irene Nagle, AICP  
Senior Planner, NVDA  
Phone: (802) 424-1423  
E-mail: [inagle@nvda.net](mailto:inagle@nvda.net)

### **Proposals**

All proposals become the property of the Municipality upon submission. The cost of preparing, submitting, and presenting a proposal is at the sole expense and responsibility of the firm submitting the proposal. The Municipality 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 RFQ in part or in its entirety if it is in the best interest of the Municipality. This solicitation of proposals in no way obligates the Municipality to award a contract. All submittals will receive consideration without regard to race, color, religion, creed, age, or national origin.

### **Submit Proposals to:**

Irene Nagle, AICP  
Senior Planner, NVDA  
P.O. Box 630  
St. Johnsbury, VT 05819  
Phone: (802) 424-1423  
E-mail: [inagle@nvda.net](mailto:inagle@nvda.net)

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Please furnish five (5) hard copies of the technical and costs proposals. If the technical proposal is emailed in its entirety by the due date, hard copies may follow via regular mail, postmarked April 19<sup>th</sup>, 2018.

**CONSULTANT SELECTION PROCESS:**

Proposals will be evaluated based on (but not limited to) technical merit, and responsiveness to the scope of services. Although cost is a consideration, it is not the deciding factor.

The St. Johnsbury Town Manager, the Director of the St. Johnsbury Chamber of Commerce, and a selection committee comprising no more than 3 members drawn from the membership of involved organizations shall review and evaluate each Proposal based on the criteria below:

<b>Review Criteria</b>	<b>Weight</b>	<b>Maximum Points</b>	<b>Weighted Points</b>
Understanding of the Project	3	5	15
Knowledge of the Project Area	2	5	10
Availability of Appropriate Technical Disciplines	3	5	15
Qualifications / Experience of Proposed Staff	2	5	10
Ability to Meet Schedules & Budgets	5	5	25
Past Performance on Similar Projects	5	5	25
<b>Total</b>			<b>100</b>

In order to aid in the selection process, the Selection Committee may interview the top two firms if it is deemed necessary. The Committee expects to select a consultant by May 4<sup>th</sup>, 2018.

**CONTRACT REQUIREMENTS:**

The successful Consultant is expected to execute Sub-Agreements for each Sub-Consultant named in the Proposal upon award of this contract. It is expected that Consultant shall take affirmative steps to assure that minority businesses, women’s business enterprises and labor surplus area firms are used when possible.

The Contract will need to meet all requirements of NBRC, the federal agency providing grant funds. The “cost-plus-a-percentage-of-cost” and “percentage of construction cost” methods of contracting are specifically prohibited.

Prior to beginning any work, the Consultant shall obtain insurance coverage in an amount and on forms acceptable to the Municipality.