



REQUEST FOR PROPOSALS ADDENDUM

Northfield Water Street Stormwater Project Implementation

The Central Vermont Regional Planning Commission (CVRPC) is requesting proposals from qualified individuals or firms for the final design and construction oversight of a stormwater remediation site in the Town of Northfield. We have the following changes to the RFP released on February 1, 2018. The scope of work changes are under **Tasks 2, 4 and 6 in the Scope of Work**. The budget for the final design and construction oversight **may not exceed \$18,000**.

I. SCHEDULE

Date	Item
February 1, 2018	Request for Proposals issued
February 8, 2018 1 – 2 PM	Site visit for interested contractors
February 21, 2018	Deadline for submission of questions in writing
February 23, 2018	Response to questions issued at www.centralvtplanning.org
February 28, 2018 at 4pm	Proposals Due
March 5, 2018	Contractor Notification
March 14, 2018	Contract Start
November 30, 2018	Contract Completion

Questions in writing may be sent via email (deandrea@cvregion.com). Inquiries are to be directed to Pam DeAndrea at deandrea@cvregion.com.

Proposals must be submitted via email. Proposals must be clearly marked “Northfield Water Street Stormwater Project Implementation” and delivered via email to **Pam DeAndrea, Senior GIS Planner**, deandrea@cvregion.com.

Proposals received after the submittal deadline will not be considered. Proposals sent via fax or mail will not be considered.

II. SCOPE OF WORK

SERVICES REQUIRED

Task 1: Kickoff Meeting

CVRPC will organize a kickoff meeting to take place within one week of the contract start date for the selected contractor to attend with representatives from the Town of Northfield and CVRPC staff. The preliminary design will be discussed as well as the need for an updated design plan and schedule of deliverables.

Task 2: Draft Final Engineering Design

The selected contractor will provide a draft of the final design to CVRPC containing detailed engineering plans for the stormwater pipes, catch basins and stormwater treatment, and a report explaining the design including site photos.

Task 3: Review Design Plan Meeting

CVRPC will organize a meeting with the Town of Northfield to present the draft final engineering plans and ensure that they meet the specifications for the site. Feasibility for implementation of the design as well as the status of landowner easements and permit requirements will be discussed.

Task 4: Final Engineering Design and Construction Bid Documents

The selected contractor will provide the adjusted final design if needed based on the design plan review meeting to CVRPC containing detailed engineering plans for the stormwater pipes, catch basins and stormwater treatment, and a report explaining the design including site photos. The report must also include information for the construction bid packet including material lists, quantities, and build specifications including elevations.

Task 5: Pre-Construction Site Walk

Upon completing the final design, the selected engineer will participate in a pre-construction site walk with the Town of Northfield, CVRPC, the selected contractor for the construction work, and possibly staff from VT DEC. It will be the role of the engineer to provide details and oversight to the selected construction contractor to plan for project implementation. Contractor will provide CVRPC with pre-construction photos.

Task 6: Construction Oversight

Phase 1: Union Street Pipe and Catch Basin Installation

Once the Town of Northfield has completed its work installing a new water line and laterals along Union Street, the selected engineering contractor will coordinate with the selected construction contractor and the Town of Northfield for beginning phase 1 of construction. The

selected engineer will be responsible for providing on-site construction oversight during the installation of the pipes and catch basins along Union Street. The plan is for the pipes to be placed along the road edge. Therefore, part of the project will involve repaving along Union Street. The Town has received approval from the VT ANR to place the stormwater infrastructure within the five foot buffer of the water lines.

Phase 2: Cross Country Pipe from Union Street through Parking Lot

Once the construction of pipes and catch basins along Union Street is completed, work will begin on the cross country run across the residential parking lot to the location of the stormwater retention area. The selected engineering contractor shall provide oversight and inspection during this phase of the construction. During this phase, the project should be approximately 50 percent complete at which time CVRPC, the Town of Northfield, and staff from VT DEC will come on site with the selected engineer to observe the project progress.

Phase 3: Infiltration Gallery Installation

After the completion of the cross country run, the selected engineering contractor will provide oversight on the construction of the infiltration gallery and final inspection of the project.

Task 7: Post Construction

Upon completion of the construction, the selected contractor will submit a final report to CVRPC containing photos (pre and post construction) and as built plans with elevations and benchmarks. The contractor will also write up a maintenance plan for the stormwater infiltration gallery that the Town of Northfield will follow. A final site walk will be conducted as well with the selected contractor explain the project engineering to interested parties including member from the Town of Northfield, VT DEC, and CVRPC.

Optional Task: Material Testing and Inspection The Town of Northfield is requesting the selected contractor also provide material testing and inspection. This tasks and cost associated should be included as a separate cost in your proposal for the Town to evaluate.

PERFORMANCE REQUIREMENTS

The following performance measures must be adhered to by the contractor as part of this contract:

Task	Date	Deliverable
1	March 30, 2018	Kick off meeting, meeting minutes
2	May 18, 2018	Draft Final Stormwater Engineering Design and description report with photos
3	May 23, 2018	Meet with municipal representatives, meeting minutes
4	June 6, 2018	Final Stormwater Engineering Design and description report with photos
5	June 13, 2018	Pre-Construction Site Walk attendance
6	June 18 – July 6, 2018 July 9 - August 31, 2018 September 4 – October 19, 2018	Construction Oversight – Phase 1 – Photos of Phase 1 Phase 2 – 50% complete site walk – Photos of Phase 1 Phase 3- Construction and inspection completed
7	By October 30, 2018 November 16, 2018	Post Construction site walk Final report containing photos, maintenance plan, and as built plans