

REQUEST FOR PROPOSALS
***Consulting Engineering Services for
the Development of an Asset & Capital
Improvement Plan Berlin, Vermont***
Proposal Due on March 1, 2024

PROJECT DESCRIPTION

Overview

The Town of Berlin aims to effectively plan, finance, and provide an efficient system of public facilities and services to meet present and future needs. The Capital Improvement Plan (CIP) is intended to be a multi-year plan that identifies each proposed capital improvement, the source of funding, the cost, and cash flow information. Various boards, committees, organizations, and departments, will work to develop a capital asset inventory that includes facilities, equipment, town highways and infrastructure, and vehicles. The CIP will be prepared using an open process, providing opportunity for residents, and municipal departments, and organizations to propose and comment on capital improvements and priorities. The CIP is linked to, and consistent with the Town Plan.

Context and Background

Berlin is a small town with a mix of rural residential and a vibrant commercial population. It is responsible for managing a highway system which requires significant investment of the municipal budget and is subject to damages from increasing storm events. Other municipal facilities are over 40 years old and will require attention in the near future. The CIP is needed to assist the town in planning for necessary known and unforeseen expenditures. Additional information can be found in the Berlin Town Plan and town highway map (both available through the CVRPC website) or from bridge and culvert inventories (VTCulverts.org).

Funding

Funding will be available through the use of ARPA funds.

Work Plan

Determine Scope

Consultant will work with the joint Selectboard and Planning Commission to set agreed upon thresholds for capital projects and infrastructure to be included.

Meet with Town Staff and Committees

Consultant will meet with Town Clerk, Highway Department, Police Department, Public Works Board, Planning Commission, Recreation Committee, Conservation Commission, to collect information about equipment and facility needs.

Roadway inventory and cost estimates

Consultant will undertake on site evaluation of roadway condition using an agreed upon methodology and developing cost estimates for maintenance/resurfacing and improvements to State standards

Compile and Summarize Data

Consultant will compile information into a list of potential projects and expenditures.

Prioritize and Identify Needs

Consultant will meet with the joint Selectboard and Planning Commission to prioritize the list of potential projects and expenditures and other needs.

Prepare Capital Improvement Plan

Consultant will create draft plan that incorporates the goals of the town plan and capabilities of the town officials.

Host Public Forum

Consultant will partner with the joint Selectboard and Planning Commission to host a community forum to share contents of the draft plan and provide the opportunity to weigh in on priorities.

Final Edits

Pending comments from the Public Forum final edits will be made and draft Capital Improvement Plan will be provided to the Selectboard for the Hearing and adoption process.

Timeframe

The proposed project should be started by July 1, 2024 and completed by June 30, 2025.

Deliverables

- Stakeholder interviews (Selectboard, Planning Commission, Town Clerk, Highway Department, Public Works, Police Department) and meeting notes.
- Facilities inventory with cost estimates and schedule
- Equipment Inventory and cost estimates and schedule
- Roadway inventory and cost estimates and schedule
- Prioritization meeting with Selectboard
- Preliminary Capital Improvement Plan (Digital format: PDF and/or Microsoft Word)
- Public meeting and meeting notes
- Final Capital Improvement Plan in both hardcopy (10) and digital format (PDF and Microsoft Word)

Additional Information

The final Capital Improvement Plan shall be in a digital format that is easily updated yearly by the Town, such as the Microsoft Office suite.

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
 - a. a detailed scope of work with associated list of tasks broken down by task and team member
 - b. description of the proposed deliverables.The consultant may also propose additional supplemental items to the scope of work. While the work plan above conforms with the requirements of the Municipal Planning Grant, feel free to propose new/creative approaches to this project. (If chosen, alternative approaches may require approval from the state.)
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Town of Berlin upon submission. The Town of Berlin reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted,

the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of Town of Berlin. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Berlin 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 the RPF in part or in its entirety if it is in the best interest of the Town of Berlin. This solicitation of proposals in no way obligates the Town of Berlin to award a contract.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) and 6 printed copies of the proposal by March 1, 2024 to:

Town Administrator
Town of Berlin VT
108 Shed Road
Berlin, VT 05602

Municipality/Local Project Manager Contact Information

Ture Nelson,
Town Administrator
Town of Berlin
108 Shed Road
Berlin, VT 05602
802-552-8801
townadministrator@berlinvt.gov

If you have any questions about this project or the RFP, please address them in writing via email to Ture Nelson, Town Administrator.

RFP Schedule Summary

Proposals due: March 1, 2024

Consultant selection by: April 15, 2024

Project Work to begin: July 1, 2024

Complete project on or by: June 30,
2025

Proposal Selection

Proposals will be reviewed by Planning Commission and Selectboard A short-list of consultants may be selected for interviews.

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

Interview Framework

The Town of Berlin reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the Town may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team.

Final Consultant Selection

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through

negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.