



*** Request for Design-Build Service Proposals ***
Brown Schoolhouse Road Bridge Replacement
Proposals Due No Later Than 4:30 pm, Friday, May 29, 2020

I. Project Background

The Town of Norwich is replacing a bridge that spanned the Charles Brown Brook and collapsed in July 2018; the remnants of which were subsequently removed, leaving a steep slope at the site of the old bridge approaches.

The Town of Norwich, through its trails committee sought independent advice from two civil engineers to identify the scope of the work needed to provide a replacement span. It further paid one of the engineers to develop a budget for specifying a design-build project.

Current status



Concept



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Current status of the crossing site of the Charles Brown Brook and conceptual depictions of the envisioned bridge replacement, viewed from across the stream and upstream (not to scale).

On October 23, 2019, the Norwich Selectboard approved a warrant article to fund the replacement bridge with a budget not to exceed \$80,000. On March 3, 2020, voters approved the article and, thus, authorized the project funding.

Herb Durfee, Town Manager (802-649-1419 x1 or email HDurfee@norwich.vt.us) is the project manager and point of contact.

II. RESPONSE FORMAT

Responses to this RFP must consist of the following in two separate envelopes:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town including identification of the principal members of the design-construction team that will provide the requested services. Such identification needs to include the firm's corporate composition including whether it satisfies the federal definition of Disadvantaged Business Enterprise (DBE), minority-owned, etc.
2. A description of the general approach to be taken toward completion of the project, including pertinent dimensions and live load assumptions; an explanation of any variances to the Proposal Scope of Work, as outlined in the Section VI of this RFP; and any insights into the project gained as a result of developing the proposal.
3. A Project Scope of Work (example outlined in the Section VII of this RFP) 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.

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5. A proposed milestone sequence with billable amounts for invoicing work completed to ensure timely reimbursement to subcontractors and project time of the Prime Contractor. (See, for example, Section VII 6.)
6. Statement of total cost.
7. A list of team leaders for each task that will be committed to this project and their professional qualifications. The names and qualifications of any subcontractors shall be included in this list.
8. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference. Demonstration of success on similar project roles of any subcontractors shall be included in this list.
9. Statement of durability of components and materials, citing a recognized authority
10. Schematic plan and elevation drawings (side and end views) with approximate dimensions and a rendering of the bridge in its setting as viewed from the downstream side of the brook (jpeg image available upon request).

Please note that Items 1 – 6 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

- B.) A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, indirect overhead rate, and fee for the project. If the use of subcontractors is proposed, a separate schedule must be provided for each, which includes labor rates, labor hours, machine rates and machine hours. A separate schedule for major components of the structure, which includes concrete, girders, decking, railings, etc.

III. DESIGN-BUILD CONTRACTOR SELECTION

The contractor selection will be made by a committee, appointed by the Norwich Town Manager that will include a registered, structural engineer. The proposal will be evaluated considering the following weighted criteria:

Criteria	Maximum Weight	Point Scale	Total
1. Understanding of the Proposal Scope of Work	5	5	25
2. Qualifications of Contractor and Subcontractors	5	5	25
3. Past Performance of Contractor and Subcontractors	5	5	25
4. Disadvantaged Business Enterprise	5	5	25
5. Durability of proposed components and materials	5	5	25
6. Maintainability of proposed structure	5	5	25
7. Esthetic quality of proposed design	5	5	25
8. Proposed schedule of work	5	5	25
Maximum Total Points			200

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The selection committee may elect to interview subcontractors prior to final selection. The committee will select the preferred contractor on or about **June 12, 2020**. Contract execution with the preferred contractor and start of work may be subject to limitations imposed due to COVID-19.

IV. SUBMISSIONS

Contractors interested in this project should submit **four (4)** copies of their proposal along with a digital copy to:

Herbert A. Durfee, III, Town Manager
Town of Norwich
300 Main Street (PO Box 376)
Norwich VT 05055-0376

No later than 4:30 pm on Friday, May 29, 2020, technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside

1. Name and address of prime contractor
2. Technical vs Cost Proposal labeling
3. Project name: **Brown Schoolhouse Road Bridge Replacement**

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Questions about the project should be directed to **Herb Durfee** at:
(802) 649-1419 ext. 1 or email HDurfee@norwich.vt.us

Proposals and/or modifications received after the deadline may not be accepted or reviewed. All proposals upon submission become the property of Town of Norwich. The expense of preparing and submitting a proposal is the sole responsibility of the contractor. The Town reserves the right to reject any and 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 the Town. This solicitation in no way obligates the Town to award a contract.

V. CONTRACTING

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <<https://www.sec.state.vt.us/>> . No contract will be executed without the

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proper registration. The successful Contractor will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

The Contractor's attention is directed to the use of Disadvantaged Business Enterprise (DBE). Town policy encourages the use of DBEs for the work covered in the RFP. It is expected that all Contractors will make good faith efforts to solicit DBE sub-contractors.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the Town's Master Financial Policies. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Norwich Selectboard, PO Box 376, Norwich, VT 05055. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

VI. PROPOSAL SCOPE OF WORK

The Contractor is asked to propose a design-build arrangement for a replacement bridge over the Charles Brown Brook within the right of way for the Brown Schoolhouse Road with a top surface consistent with the alignment and elevation of the previous bridge, bank-to-bank, assuming the following:

- The Contractor will be responsible for all permits.
- The Contractor will be responsible for the design and construction of the bridge.
- The bridge will have a usable width of six feet.
- The bridge will be designed for a minimum live load of 90 lbs/sf and a deflection criterion of $l/360$.
- The bridge will have a span of approximately 40 feet, or as otherwise recommended by the Contractor.
- The bridge will be built to exceed the design flood criterion, described in the Vermont Agency of Transportation *Hydraulics Manual* Adopted: May 28, 2015 (P I-3).¹
- The design will include room for a vehicle turnaround and handicap parking spot on the east end of the bridge.
- The bridge will accommodate hand-propelled wheelchair access on and off the approaches at both ends.
- The contractor will build the approach to the east end with sufficient room for the designed vehicle turnaround and parking area.
- The Town will provide the surfacing, marking and signage for the parking area.

VII. PROJECT SCOPE OF WORK

¹ <https://vtrans.vermont.gov/sites/aot/files/highway/documents/structures/VTrans%20Hydraulics%20Manual.pdf>

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The expected scope for this design-build project, subject to agreement between the Town and the successful contract bidder, may include the following steps:

1. Project kick-off to discuss any modifications of the Contractors Proposal prior to preparation of working drawings and specifications.
2. Submission of working drawings and specifications for approval by designated town officials.
3. Revision, as needed of working drawings, subject to town approval.
4. Meeting with subcontractors and town officials to commence work.
5. Supervision of construction, subject to acceptance of work by town officials, including a registered engineer.
6. Construction milestones with approval of work completed for each major task, subject to invoicing to include:
 - a) Site survey
 - b) Erosion control and other environmental conservation requirements
 - c) Site excavation
 - d) Installation of abutments
 - e) Purchase of bridge girders
 - f) Purchase of bridge decking
 - g) Purchase of bridge railings
 - h) Installation of bridge components: girders, decking, railings, etc.
 - i) Final site grading, reseeding and clean-up