

**TOWN OF STRAFFORD
BRIDGE REPAIR**

**Bridge Repair
Project: Brook Road Bridge #30
VT Agency of Transportation Funding**

January 8, 2025

The Town of Strafford invites the submission of project bids for removal and replacement damaged guardrails on Brook Road Bridge (BR#30). The proposed work includes the removal of the damaged concrete rails and the installation of W-Band guardrails.

A mandatory site inspection is scheduled for **January 23rd, 2025 at 8 am**
The RFP packet shall be submitted by **February 4th, 2025 at 4:00 pm**
Contractor Selection will be made by **February 13th, 2025**.

The lead contact for this project is:

Jeff Solsaa, Highway Liaison
PO Box 27, Strafford, VT 05072
Phone (802) 299-8779
Email: jsolsaa@straffordvt.org

Contractors:

- Are required to sign the town's contractor agreement and provide all required documentation prior to final approval by the Selectboard;
- Shall furnish labor, material, and equipment necessary to remove and replace existing guardrails;
- Will be responsible for all traffic control measures;
- Will be responsible for removing and disposing of all materials.

SITE VISIT

A mandatory pre-bid site visit is scheduled on the job site at **8 a.m. on January 23rd, 2025**. Responses to questions will be transmitted to Contractors who have attended the mandatory pre-bid site visit. Bids will only be accepted that attended the mandatory pre-bid site visit. Contractors should contact the Town of Strafford to confirm site visit time and location.

QUESTIONS

Questions should be submitted to townclerk@straffordvt.org and will only be accepted until **February 4th, at 4 p.m.**

PROJECT SCHEDULE

The project will start after school ends in June and needs to be completed prior to the start of school in August. The selected Contractor will work with the Town of Strafford to develop a work schedule that meets permit requirements. While the schedule is negotiable, the project shall be completed by **August 15, 2025**.

I. RESPONSE FORMAT

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the contractor's interest in working with the town.
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 RFP, 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. This must include a plan for road closures and traffic control measures.
4. A summary of estimated labor hours by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. Description of experience with similar projects, including a contact name and phone number for reference.
7. Demonstration of Best Management Practices (BMPs) in accordance with Vermont Department of Environmental Conservation's Municipal Roads General Permit standards.

B) A separate cost proposal consisting of direct labor cost per class of labor, materials cost, overhead rate, and total fee for the project. The Town of Strafford can only accept bids that are constructed using unit price or cost plus a fixed contractor fee. Time and Materials bids or bids including a percentage-based contractor fee will not be considered. In general, the Town of Strafford will accept the lowest bid.

All bids must comply with applicable federal and state regulations.

IV. SUBMISSIONS

Contractors interested in this project should submit a hard copy of their proposal in a sealed envelope or an emailed copy in one single PDF document with the subject line **BROOK ROAD BRIDGE #30 RESPONSE to:**

Lisa Bragg, Town Clerk

227 Justin Morrill Highway, PO Box 27, Strafford, VT 05072

Phone (802) 765-4411

Monday – Thursday 7:30 am – 4:30 pm

Email: townclerk@straffordvt.org

Proposals must be submitted in a sealed envelope with the following information clearly printed on the outside:

1. Name and address of Contractor
2. Project name **Brook Road Bridge #30**

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:

Jeff Solsaa, Highway Liaison

PO Box 27, Strafford, VT 05072

Phone (802) 299-8779

Email: jsolsaa@straffordvt.org

All proposals must be received by the Town **no later than 4:00 PM on Tuesday, February 4th**. Proposals and/or modifications received after this time will not be accepted or reviewed.

All proposals upon submission become the property of town. The expense of preparing and submitting a proposal is the sole responsibility of the contractor. The town reserves the right to reject any or 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 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/>. The contract will not be executed until the contractor is registered with the Secretary of State's Office. The successful contractor will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services updated 2023. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any contractors, they may appeal in writing to the Town of Strafford Selectboard, PO Box 27, Strafford, VT 05072. 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.

The cost of preparing, submitting and presenting is the sole expense of the contractor.

VI. SCOPE OF WORK

- i) inspection of the damaged site and creation of project plan
- ii) review Town Codes and Standards 2019, Hydraulic Study, ANR Rivers Management requirements and standards
- iii) closure of road with appropriate signage
- iv) Installation of all detour measures
- v) Identification of plan to remove materials from site in timely manner to minimize impact on property owners
- vi) removal of existing concrete guardrails
- vii) Installation of new w-band guardrails
- viii) road repair and surfacing as necessary
- ix) haying and seeding of disturbed areas
- x) Removal and disposal of all materials
- xi) All work must comply with Town Codes and Standards 2019

https://www.straffordvt.org/files/ugd/0580b2_2835ea7f14c4407195647fe7a2bea25d.pdf

ATTACHMENTS

None

III. CONTRACTOR SELECTION

The contractor selection will be made by a committee that includes Town of Strafford representatives. The proposal will be evaluated considering the following criteria:

1. Understanding the Scope of Work
2. Knowledge of Project Area
3. Qualifications/Experience of Contractor
5. Past Performance on Similar Projects
6. Reasonableness of proposed schedule and cost

The selection committee may elect to interview contractors prior to final selection.

The committee will select the consultant on or about **February 13th, 2025**.

Project Funding:

Project funds come from the VT Agency of Transportation. Twenty-five percent (25%) start-up payment will be made with the final seventy-five percent (75%) paid upon completion.

Bid Bond:

Each Bid shall be accompanied by a Bid Bond in the form and amount required pledging that the Bidder will enter into a Contract with the Owner on the terms stated in their Bid. That amount will be 5% of Contractor’s bid amount. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds, the amount of the Bid Bond shall be forfeited to the Town as liquidated damages, not as a penalty.

If a bond is provided in lieu of a certified check, it shall be provided in the submission; and the attorney who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of their power of attorney.

Rejection of Bids:

The Town of Strafford shall have the right to reject any or all Bids. The principal reason for bid rejection would be that the lowest responsive, responsible bid exceeds the Town’s available grant and local match funding.

Consideration of Bids:

Responsive and responsible bidders will have properly followed the bid instructions, presented a bid that is mathematically balanced, presents design and construction cost prices that adequately conform to VTrans standard bridge cost estimates, and has a demonstrated ability to successfully construct similar-scale bridge projects.

Bid Selection:

The Selectboard will select the lowest responsive and responsible bidder that has provided a complete bid package and has a project engineer that has been pre-qualified.

Sincerely,

Jeff Solsaa, Selectboard, Town of Strafford Highway Liaison

TIMELINE

RFP Opens	January 10 th , 2025
Mandatory Site Visit	January 23 rd , 2025
Submit Questions	February 4 th , 2025
Submit Sealed Bid	February 4 th , 2025
BID Announcement	February 13 th , 2025
BID Award	February 13 th , 2025
Contract Due	February 17 th , 2025
Project Completion Date	August 15, 2025

Background and Communication of Goals:

The bridge is located on a medium traffic volume Class 3 highway that is at the entrance of the historic village of Strafford, VT. The bridge guardrails must meet basic state and federal standards and regulations. Once completed, maintenance and upkeep of the bridge should be minimal.

DESIGN AND CONSTRUCTION CRITERIA

Codes and Regulations:

The services performed by the Contractor shall be in compliance with all applicable Manuals and Guidelines including VTrans, FHWA, AASHTO, and additional requirements specified in this document. Except to the extent inconsistent with the specific provisions in this document, the current edition, including updates, of the following Manuals and Guidelines shall be used in the performance of this work. It shall be the Contractor's responsibility to acquire and utilize the necessary manuals and guidelines that apply to the work required to complete this project.

1. VTrans 2018 Standard Specifications for Construction
2. VTrans Structures Design Manual
3. Vermont State Design Standards
4. VTrans Project Development Process Manual
5. VTrans Pavement Design Manual
6. VTrans Standard Drawings
7. VTrans Guardrail Study
8. AASHTO – A Policy on Geometric Design of Highways and Streets
9. AASHTO - LRFD Bridge Design Specifications
10. Manual on Uniform Traffic Control Devices (MUTCD)
11. VTrans Hydraulic Manual
12. Town of Strafford Road and Bridge Standards
13. State Historic Preservation Regulations

Traffic Control Plan:

Brook Road will be closed and traffic will be detoured for the duration of the project. Proper work-zone signage shall be present during the entire construction period. All signage will conform to the 2009 Manual of Uniform Traffic Control Devices (MUTCD) guidelines.

Contractor will be responsible for all detour sign package during the entire construction period, but may request assistance from the town for additional signage as needed.

Hydrology Study:

This project does not require a hydrology study due to its limited scope.

Erosion Prevention and Sediment Control:

Appropriate erosion and sediment control measures shall be utilized throughout the construction period to minimize impact on the waterway.

Right-of-Way:

No permanent right-of-way impacts are anticipated.

Permits:

Acquisition of all applicable Federal, State and Local permits will be the Contractor's responsibility. Preparation of complete permit packages will be the Contractor's responsibility. The Contractor will obtain permits while acting as an authorized representative for the Town for permitting purposes only. If any agency rejects or denies the permit application, it is the Contractor's responsibility to make whatever changes are necessary to ensure the permit is approved. The Contractor will be required to pay all permit fees. Any fines levied by permitting agencies shall be the responsibility of the Contractor.

Insurance:

The Contractor will provide a certificate of liability insurance. Coverage should include general liability, automobile liability, workers compensation and employers' liability and Contractors leased/rented equipment. The Town of Strafford should be listed as an Additional Insured.

Non-Collusion Agreement: All bidders will be required to execute a statement certifying that the bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Contract.

Nondiscrimination in Town Contracts: The Town of Strafford hereby notifies all bidders that it will insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, sex, or national origin in consideration for an award.

Brook Road (BR#30) Bid form:

Contractor _____ Phone _____

Address _____

Bidder agrees to perform all work for the following sums.

Item No.	Estimated Quantity	Brief Description Word and Figures	Total in Figures
1.	1LS	Guardrail removal and replacement The lump sum of _____ dollars	

Total Bid Price Written \$ _____

The above prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work. We hereby certify that we did not enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding.

Contractor _____ Date _____

Name (Print) _____ Title _____

Attachments

1. Project Schedule
2. Evidence of insurance (with Town of Strafford listed as an Additional Insured)
3. Signed copy of bid form conditions
4. Bid security
5. Two Contractor bridge project references/work examples

Brook Road (BR#30) Bid Form Conditions:

1. The bidder proposes and agrees, if this bid is accepted, to enter into a contract with the Town of Strafford to perform and furnish all work as specified in the bid specifications and as indicated in the Contractor's supplied bid form.
2. This bid will remain subject to acceptance for thirty days after the day of bid opening. The Town of Strafford will issue a Notice of Award and contract to be executed by the contractor and the Town of Strafford, at which time the contract period shall commence.
3. In submitting this bid, the bidder represents that:
 - a. Bidder is familiar with the nature and extent of the bid specifications; work site; local, state, and federal permitting requirements; and other construction and transportation related requirements that could affect cost, progress, and performance.
 - b. The bid is genuine and not submitted as a false or sham bid.
 - c. The bidder understands the Town has the right to reject any or all bids.
 - d. The bidder understands that the Town has made a special provision to account for the cost inflation of construction materials.
4. Bidder understands that no additional cost will be allowed without a written and approved change order. Requests for additional funding must be presented in writing and include specific additional cost items as well as why the request is not covered in the Design-Build team's original bid. Change orders will be reviewed and approved by the Selectboard.

Contractor _____

Date _____

Name (Print) _____

Title _____