



Cost Proposal
October 28, 2022, 12:00PM

Request for Proposals > Municipal Project Management Services - Basin Street Improvement Project, Town of Bristol, VT



Prime Consultant: GPI/Greenman-Pedersen, Inc.
2346 East Warren Road, Waitsfield, VT 05673 | 802.782.3354

October 28, 2022

Ms. Valerie Capels, Town Administrator
Town of Bristol
1 South Street, P.O. Box 249
Bristol, VT 05443
townadmin@bristolvt.org

RE: RFP> Technical Proposal; Basin Street Improvement Project MPM

Dear Valerie,

GPI/Greenman-Pedersen, Inc. is pleased to present our Cost Proposal for providing Municipal Project Management (MPM) Services for your Basin Street Improvement Project. This proposal is based on our estimate of labor hours required for each task to be performed by our MPM appointee over the duration of the project. These tasks, along with estimated labor hours for each, are exhibited on the enclosed composite schedule.

Rate:

GPI proposes to charge a flat hourly rate of \$107.00 per hour for MPM services provided by our proposed MPM, Patrick Travers.

Estimated Hours:

Based upon our knowledge of the VTrans MAS project development process and our proposed MPM's prior experience on MAS-coordinated local projects, we are estimating that 311 hours of MPM time will be required to coordinate this project to final completion and acceptance. Therefore, our total estimated fee for MPM time is \$33,277.00.

Travel Reimbursement:

We will bill the Town of Bristol for round trip mileage for meetings and project site visits by our MPM, Patrick Travers, at the posted federal reimbursement rate, currently \$0.625 per mile. It is approximately a 45-mile round-trip for Mr. Travers from his home to Bristol. We have carried a budget figure of \$800.00 for his travel.

Incidentals:

We anticipate incurring up to an additional \$500.00 of miscellaneous incidental expenses to support work on the project. We will charge the Town of Bristol the actual costs, as they arise, without adding any markup.

Invoicing:

GPI will bill the Town of Bristol monthly for the actual hours worked by our MPM at the flat hourly rate posted above. We will also invoice for reimbursements related to travel and incidentals in our monthly invoices.

The total estimated fee for MPM services, with related travel and incidental expenses, is **\$34,577.00**. We look forward to the opportunity of serving as the Town's Municipal Project Manager Consultant. Please feel free to call if you have questions or need additional information.

With Gratitude,

GPI/GREENMAN-PEDERSEN, INC.



Patrick Travers, EIT
Project Manager
802.782.3354 | ptravers@gpinet.com

GPI/Greenman-Pedersen, Inc.
Estimated Hours per Task
Basin Street Improvement Project, Town of Bristol, VT

PHASE / ACTIVITY	MPM Hours
Initial Project Set-Up Phase	
Study VTrans Cooperative Agreement, familiarization w/ project	1
Conduct initial meeting with Town Officials to discuss overall project strategies & approach	3
Coordinate formation of review committee for design consultant selection	3
Assemble & advertise RFP & Scope of Services for Design Consultant	6
Distribute RFP packages to interested design consultants	1
Handle technical questions from potential proposers & issue addendum	4
Receive and distribute design proposals to selection committee members	1
Assemble instructions to committee members regarding selection process requirements	2
Review proposals received from design consultants & score each	16
Meet with selection committee in Bristol to choose design consultant	5
Assemble report for MAS Supervisor regarding selection of design consultant	2
Assemble contract with selected design consultant & get signatures	4
Secure VTrans authorization for engaging services of design consultant	1
Provide progress updates to Town Officials as necessary	2
Assemble and submit periodic Town reimbursement requests to VTrans	4
Total for Phase	55
Project Definition (Phase A)	
Organize & facilitate Project Kick-Off Meeting with Town Officials and Design Consultant	4
Organize & facilitate a Local Concerns Meeting in Bristol	4
Review outcomes from the local concerns meeting & assemble report for MAS Supervisor	2
Review & accept Purpose and Need Statement developed by Design Consultant	2
Review Resource Identification Report assembled by Design Consultant prior to submittal	1
Organize & facilitate an Alternatives Presentation Meeting in Bristol	3
Work with Design Consultant in Identifying Preferred Alternative; assemble report for MAS	4
Interact with Design Consultant during development of Conceptual (25%) Plans	12
Comprehensive review of Conceptual (25%) Plans; forward Plans to MAS Supervisor	4
Organize & moderate public presentation meeting in Bristol for the Conceptual Plans	4
Review and approve the completed environmental impact resolution; submit it to MAS	2
Review project cost estimate assembled by design firm and provide input	4
Provide progress updates to Town Officials as necessary	4
Assemble and submit periodic Town reimbursement requests to VTrans	4
Total for Phase	54
Project Design (Phase B)	
Oversee development of 60% Plans by Design Consultant	12
Review & provide comments on 60% Plans	8
Review itemized Construction Cost Estimate developed by Design Consultant	2
Inform public utilities affected by project	2
Oversee and verify submission of permit applications by Design Consultant	2
Review of Right-of-Way Plans developed by Design Consultant	2
Conduct meetings with affected property owners regarding needed rights-of-way	8
Coordinate appraisal work and write-ups of right-of-way agreements	16
Oversee writeup and submittal of Right-of-Way Clearance Letter by Town Attorney	2
Oversee development of 85% Plans by Design Consultant	4
Review of Final (85%) Plans, specs, quantities, special provisions and cost estimate	8
Oversee development of Contract (100%) Plans by Design Consultant	2
Review of Contract (100%) Plans and Bid Documents; report changes to MAS Supervisor	4
Verification that environmental document all permits & ROW agreements are in place	4
Develop RFQ & Scope of Services for Resident Engineer / Construction Inspector	4
Distribute Resident Engineer / Construction Inspection RFQ to interested consultants	1
Address questions from interested RE proposers and issue addendum if needed	2
Assemble & distribute instructions for selection committee members	2
Receive and distribute RE proposals to selection committee members	1
Review and score Resident Engineer / Inspection Services proposals	16
Meet with selection committee in Bristol to choose Resident Engineer	4
Assemble report for VTrans regarding process for choosing Resident Engineer	1
Assemble Resident Engineer contract & facilitate execution	4
Provide progress updates to Town Officials as necessary	8
Assemble and submit periodic Town reimbursement requests to VTrans	8
Total for Phase	127
Construction (Phase C)	
Coordinate & facilitate posting of Invitation for Bids for construction	2
Assist Design Engineer as needed during bid period	4
Participate in pre-bid meeting for contractors in Bristol	3
Participate in bid opening in Bristol	2
Prepare bids-related documentation for VTrans & request authorization to proceed	2
Conduct final negotiations, award & execute construction contract	4
Participate in pre-construction conference in Bristol	3
Interaction with Resident Engineer during construction (Assume 12 wks. of construction)	24
Participate in biweekly construction progress meetings in Lowell (Assume 6 each)	12
Participate in Substantial Completion walkthrough	3
Participate in Final Inspection walkthrough	2
Documentation of project certification & formal acceptance	4
Perform other Project Closeout activities	4
Provide progress updates to Town Officials as necessary	2
Assemble and submit periodic Town reimbursement requests to VTrans	4
Total for Phase	75
Total Hours for MPM Services	311
Fees for Services Provided @ \$107 per Hour	\$ 33,277.00
Add for Travel Costs - Lump Sum	\$ 800.00
Incidental Expenses	\$ 500.00
Total Estimated Costs	\$ 34,577.00

GPI

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