

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



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,

In response to your Request for Proposals, GPI/Greenman-Pedersen, Inc. is pleased to present this Technical Proposal for providing Municipal Project Management (MPM) Services for your Basin Street Improvement Project. Our firm is well prepared for this assignment, as we are one of the pre-qualified firms on the VTrans At-The-Ready roster for MPM services and we have performed project management services for many state and locally administered projects. Additionally, our proposed MPM assignee for your project, Mr. Patrick Travers, EIT has successfully fulfilled MPM responsibilities on several municipal infrastructure projects coordinated through the VTrans Municipal Assistance Section (MAS), including projects in Plainfield, Moretown, Castleton, Lowell, and the City of Barre.

The enclosed package addresses our firm's qualifications, presents information about our proposed MPM for this project and exhibits similar projects on which we have recently worked, with references.

GPI is very interested in managing this important project for the Town of Bristol, and we are grateful for this opportunity to collaborate with you. Should you require more information, please contact me at your convenience. Thank you for your consideration.

With Gratitude,
GPI/GREENMAN-PEDERSEN, INC.



Patrick Travers, EIT
Project Manager
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TABLE OF CONTENTS

INTRODUCTION.....	1
FIRM HISTORY & EXPERIENCE.....	1
PROPOSED PROJECT MANAGEMENT TEAM	2
Mr. Patrick Travers, EIT.....	2
Mr. David Hoyne, PE	3
PROJECT UNDERSTANDING	4
KNOWLEDGE OF STATE AND FEDERAL REGULATIONS & POLICIES	4
EXPERIENCE WITH PUBLIC MEETINGS & FACILITATION	5
EXPERIENCE WITH FINANCIAL MANAGEMENT.....	6
EXPERIENCE WITH PREPARING RFPs / RFQs & SCOPE OF WORK.....	6
EXPERIENCE WITH VTRANS MAS PROJECT DEVELOPMENT PROCESS.....	8
EXPERIENCE WITH ADMINISTERING PROJECTS FROM PRELIMINARY DESIGN THROUGH CONSTRUCTION COMPLETION	8
SCOPE OF WORK.....	9
APPENDIX.....	12
PRIOR MPM ASSIGNMENTS ON PROJECTS COORDINATED THROUGH VTRANS MAS.....	12
Readsboro STP MM 22(2) – Bosley Hill Road Scoping Study	12
Lowell ER P20-1(908) ER 0136 – Bridge #10 Replacement.....	12
Plainfield STP BP 14(3) – Main Street Pedestrian Bridge.....	13
Barre City Tap TA 13(4) – Smith Street Shared Use Path.....	13
Moretown STP BP 13(8) – Village Sidewalk & Drainage Improvement Projects	13
Castleton STP BP 13(10) – Route 4A West Sidewalk Project	14
OTHER PROJECT MANAGEMENT EXPERIENCE.....	14
VT State Parks – Alburgh Dunes State Park Redevelopment.....	14
Vermont State Parks – Rehabilitation of “Old Hotel” Building, Kill Kare State Park	14
KEY PERSONNEL RESUMES	15
Mr. Patrick Travers, EIT.....	15
Mr. David Hoyne, PE	17

INTRODUCTION

In response to the Town of Bristol's Request for Proposals (RFP), issued October 5, 2022, GPI/Greenman-Pedersen, Inc. is pleased to present this Technical Proposal for performing Municipal Project Management (MPM) Services for the Basin Street Improvement Project. As stated in the RFP, the MPM's responsibilities will involve coordination of all aspects of project development from its initiation through the completion of construction. The project will entail reconstruction of the streetscape and storm drain system along Main Street, along with the realignment of the Main Street / Basin Street Intersection. Currently, a chronic erosion situation exists on the southerly embankment of Main Street, and a 20% slope exists on Basin Street where it intersects Main Street. The ongoing erosion and subsequent sloughing of the slope have required the Town to routinely repair and reconstruct the Main Street shoulder, sidewalk, and guardrail along the slope crest.



This project is being funded in part by the Federal Highway Administration (FHWA) and the Town of Bristol, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS). Accordingly, all aspects of project development must conform to federal and state regulations. All work will be accomplished in accordance with the following:

- ◀ 2014 MAS Guidebook for Municipally Managed Projects
- ◀ MAS Project Development Process flow chart
- ◀ VTrans Specifications for Contractor Services

Additional funding for this project has also been provided through the Vermont Agency of Commerce and Community Development Downtown Transportation Fund and a Clean Water Initiatives grant.

The Town of Bristol has entered into an agreement with VTrans and the Agency of Commerce and Community Development to develop this project and has agreed to provide the project management for this effort. Furthermore, the Town has decided to engage a consultant to fulfill its responsibilities for project management. The contracted entity will be herein referred to as the Municipal Project Manager or MPM.

FIRM HISTORY & EXPERIENCE

GPI is ready and fully qualified to perform the MPM services required for the Basin Street Improvement Project. Founded in 1966, GPI is an industry leader in providing a full range of engineering design, project management, construction inspection, materials testing, and other support services for public infrastructure projects. The company is a multi-discipline firm with a proven record of providing high quality services. GPI maintains a permanent staff of 1,700+ professionals specializing in construction engineering, project management and inspection services for the transportation industry, the vertical building market and locally managed municipal infrastructure projects such as your proposed undertaking at Basin Street.



GPI is distinguished to be on the VTrans roster of At-the-Ready firms prequalified to provide municipal project management and construction inspection services on projects coordinated through MAS and has successfully provided both on several municipal construction efforts throughout Vermont.

GPI is also very active statewide and is currently providing a wide range of services to VTrans through our Construction Management Services retainer contract, and we have been working continuously with VTrans since 1996. GPI received the highest score of all the firms' submitting proposals to VTrans for the current 3-year retainer contract. Over the past 26 years, we have grown with the Agency, and the services GPI provides have expanded considerably. Under our current contract, we are providing Chief Inspectors, Inspectors, Office Engineers, and owner's representation on design-build projects. In previous contracts, we have been fortunate enough to be called upon to assist VTrans with materials analyses, schedule analysis, claims analysis, utility coordination, specification review, coatings analysis, plant inspections, emergency response services, administrative services, project management, business analysis and public outreach services.



GPI is fully insured and is confident we will meet or exceed the Town's insurance requirements for consultants. A properly completed certificate of insurance will be provided to the Town of Bristol with the execution of the contract.

It is GPI's policy to make good faith efforts to utilize Disadvantaged Business Enterprises (DBEs) to provide services for us whenever possible. We have a copy of the latest VTrans DBE Registry on hand.

PROPOSED PROJECT MANAGEMENT TEAM

GPI will assign **Mr. Patrick (Pat) Travers, EIT**, as the Town of Bristol's Municipal Project Manager (MPM) for the Basin Street Improvement Project. Additionally, **Mr. David Hoyne, P.E.**, will provide administrative and other logistical support to Mr. Travers as necessary. Brief biographies for both individuals follow:

Mr. Patrick Travers, EIT

Our designated MPM for this effort, **Patrick (Pat) Travers**, possesses a degree in civil engineering and holds an Engineer-in-Training license. He has over forty years of professional experience in engineering, construction management and business management. Pat's career has included working for municipal agencies, earth moving contractors, general contractors in commercial construction, design-build firms, a multi-national engineering corporation, a state agency and consulting firms. He has also owned businesses in the construction, education, and agriculture arenas.

Mr. Travers commands a strong expertise in the arena of public infrastructure projects and has fulfilled responsibilities as a construction inspector, resident engineer, and project manager on many public sector projects throughout Vermont, New York State and Connecticut; including those funded through the VTrans MAS Local Projects Unit.

Of particular relevance to this planned undertaking by the Town of Bristol, Mr. Travers is currently fulfilling MPM services for two Vermont municipalities, and he previously facilitated several municipal projects to completion as an MPM on projects developed through the VTrans MAS development process. Current and prior MPM assignments:

- ◀ Starting in autumn-2022, providing Municipal Project Management services to the Town of Readsboro for the Readsboro STP MM 22(2) project. This undertaking will involve the development of a Scoping Study to ascertain the best design option to alleviate a failing embankment along Bosley Hill Road above the North Branch of the Deerfield River.
- ◀ Currently serving as Municipal Project Manager for the Town of Lowell for the Lowell ER P20-1(908) & ER 0136 project. This effort will result in the replacement of Bridge #10 on the Hazen Notch Road where it crosses over the Burgess Branch Brook. Bridge #10 was severely damaged during a heavy rain event in 2020, requiring its removal and eventual replacement. Construction costs are expected to be ≈\$1M.
- ◀ From 2015 through 2020; Fulfilling responsibilities as the Municipal Project Manager for the Town of Plainfield for the Plainfield STP BP 14(3) project. This undertaking, recently constructed, involved the widening of a 1920's-era highway bridge to accommodate a pedestrian sidewalk over the Winooski River with an additional 350-ft of approach sidewalks along Main Street and US Route 2. Now completed, this project provides safe pedestrian passage from Plainfield's Upper Village into the Lower Village. Construction costs totaled ≈\$400,000.
- ◀ From 2014 through 2020; Serving as Municipal Project Manager for the Town of Moretown, for the Moretown STP BP 13(8) project. This effort, constructed in 2020, encompassed the replacement of ≈1,700-LF of sidewalk, along Route 100B in Moretown Village, to bring it up to ADA Standards. Other facets of the project included extensive stormwater collection improvements, new granite curbing, crosswalks, and other incidentals. Construction costs totaled ≈\$800,000.
- ◀ From 2015 through 2019; Providing Municipal Project Management services to the Town of Castleton for the Castleton STP BP 13(10) project. This project, constructed in 2019, resulted in the construction of over 3,800-LF of new concrete sidewalk along the northerly side of VT Route 4A, from Castleton Corner to Hydeville. Total construction costs came to \$450,000.



- ◀ From 2013 through 2018; Fulfilling responsibilities as Municipal Project Manager for the City of Barre, regarding the Barre City TAP TA13 (4) project. This undertaking, constructed in 2017, involved the development of a 1,900-ft long paved recreation path along Smith Street, with crosswalks, drainage improvements and other incidentals. Construction costs totaled ≈\$490,000.
- ◀ During 2010; serving as Municipal Project Manager, for the Vermont State Parks, for the North Hero STP AREH (6) walkway reconstruction project. This \$50,000 shovel-ready project, funded through the American Resource and Recovery Act, involved rebuilding the main pedestrian walk and other facilities within the Knight Point State Park.

Other project management assignments for Mr. Travers, outside of MAS-coordinated projects, include:

- ◀ Fulfilling resident project management responsibilities for the Vermont Fish and Wildlife Department for the John Guilmette Access Area Improvements Project. This \$700,000 project entailed the reconstruction and enlargement of a boat ramp, channel dredging, parking area expansion and road reconstruction at a public access area on Lake Champlain in South Hero.
- ◀ Engaged by Vermont State Parks, from 2009 through 2018, to perform comprehensive project management and owner representation services on capital improvement and restoration projects for historic buildings, new infrastructure, and other facilities within state parks in northern Vermont. Over those ten years, Pat managed 16 unique park projects, which ranged in size from \$25,000 to \$1.3M. Parks included: Alburgh Dunes State Park, Burton Island State Park, Law Island State Park, Kill Kare State Park, Underhill State Park, Sandbar State Park, and Grand Isle State Park.

Additionally, Mr. Travers has managed 35 construction inspection services contracts for municipal projects coordinated through VTrans MAS.

Pat's personal strengths include strong verbal and written communication skills; diplomatic public relations capabilities; excellent public speaking and public presentation skills; and being able to effectively coordinate efforts among all those involved in a project, such as owners, design firms, contractors, and the general public. He is also adept at managing multiple construction projects at the same time.

Mr. David Hoyne, PE

GPI's Regional Municipal Projects Manager, **David Hoyne, PE**, will fulfill administrative contract oversight responsibilities and provide support for our MPM when needed. He will also ensure the quality of the work provided by GPI meets or exceeds the Town's expectations. Mr. Hoyne is a Senior Construction Engineer with GPI and the former State Construction Engineer for VTrans. He retired from VTrans in 2017 after a 28-year career with the Agency and also served as the Vice Chair of the AASHTO Committee on Construction from 2010 until his retirement, assuming a leadership role with the national committee charged with advancing the state of practice for the highway construction program. He is fluent in the VTrans project development process, and the state and federal regulatory requirements.

During the last 11 years of his career as the State Construction Engineer, Mr. Hoyne was responsible for delivering the capital construction program for VTrans in conformance with all State and Federal requirements. The program was ≈\$200M annually and consisted of a mix of design-build-build, design-build and CMGC projects for all modes of transportation. Mr. Hoyne was directly responsible for the development of the procedures contained in the VTrans Construction and Regional Procedures Manuals and has mastered the requirements for compliance. In addition, he is considered an expert in the VTrans Standard Specification for Construction, the Code of Federal Regulations (CFR), partnering, claims avoidance, claims analysis and resolution, and root cause analysis.

As the manager assigned to overseeing municipal projects in Vermont and associated staff, Mr. Hoyne is considered overhead, and GPI will not invoice for his services as related to this project.

PROJECT UNDERSTANDING

Though a review of the Town's RFP, a meeting with Town Administrator Valerie Capels, and visit to the project site on October 20th, we have established the following understanding for the Basin Street Improvement Project:

The Town of Bristol is about to initiate the development of a project to address and eliminate two situations at Main Street where it intersects Basin Street. The first situation is a serious erosion challenge on the Main Street embankment and the second is the current configuration of the Main Street intersection with Basin Street.

The excessive steepness of the embankment slope, located on an undevelopable parcel just west of Basin Street, combined with inadequate surface and water drainage control, has resulted in recurring erosion and sloughing of that embankment. This ongoing situation has required the Town to routinely repair and reconstruct the shoulder of Main Street, the adjacent sidewalk and guardrail along the slope crest. At present, a segment of sidewalk is actually missing, and a temporary pedestrian way has been delineated in the street shoulder. Potentially exacerbating the erosion situation, the Town in the past, has used this area to dump snow and debris. We observed considerable amounts of concrete chunks and other demolition materials on the slope during our site visit.

Just east of the eroding embankment is the Basin Street / Main Street intersection. The slope of Basin Street, as it approaches Main Street, is at a 20% pitch. This makes it difficult and dangerous for traffic entering or exiting Basin Street. Additionally, the crosswalk across Basin Street has that same 20% pitch, laterally, making it challenging for ADA accessibility. According to the Town's RFP, there are individuals in the area who move through this area in a wheelchair.

Preliminary engineering studies have been conducted by Green Mountain Engineering (GME), which assess the heretofore identified situations and present potential improvements. Regarding the slope erosion, solutions include creating a uniform slope across Main Street and constructing a better stormwater collection system to control runoff, taking measures to stabilize the steep slope, and setting up a series of check dams to mitigate erosion. Additionally, a new sidewalk should be constructed, the guardrail should be replaced, and streetscape improvements should be incorporated along Main Street. As for the Basin Street / Main Street intersection, GME suggests the introduction of a slight curvature at the top of Basin Street to move the intersection about 30-ft west of its current location. This would allow for a flat landing of about one car length. Additionally, there are two retaining walls located on each side of Basin Street, a bit down the hill from Main Street. The existing wall on the west side of the street will need replacement, while that on the east side will have to be studied to assess the need for its replacement.

KNOWLEDGE OF STATE AND FEDERAL REGULATIONS & POLICIES

As previously acknowledged, this project is partially funded by the Federal Highway Administration (FHWA) through the VTrans Municipal Assistance Section (MAS). Hence, the project must conform to all the procedures and regulations required by FHWA and VTrans. For the past 14 years, GPI's Patrick Travers has worked with several Vermont municipalities and a state agency, in roles as a Municipal Project Manager and Construction Inspection Consultant, on transportation projects coordinated through VTrans MAS. This experience has bolstered him with a thorough working knowledge of MAS requirements as well as state and federal regulations surrounding public infrastructure construction.

Specific competencies offered by Mr. Travers include:

- ◀ Proficient with the MAS project development process and flow chart
- ◀ Knowledge of State of Vermont procurement and contracting procedures
- ◀ Experience with VTrans specifications and requirements





- ◀ Familiarity with state and local permitting processes
- ◀ Knowledge with federal government procurement guidelines
- ◀ Familiarity with federal funding requirements

Pat has also worked under contracts governed by the following reference materials, guidebooks, and manuals, and is familiar with the requirements contained within:

- ◀ VTrans *MAS Local Projects Guidebook for Locally Managed Projects*, 2014, Revised 2017
- ◀ VTrans Specifications for Consultant Services, June 2014
- ◀ VTrans Consultant Contract Provisions, 2008
- ◀ VTrans Pedestrian and Bicycle Facility Planning and Design Manual, 2002
- ◀ Vermont Standard Specifications for Construction, 2011 and 2018
- ◀ VTrans Supplemental Specifications
- ◀ VTrans General Special Provisions for All Projects
- ◀ VTrans Construction Manual
- ◀ VTrans Route Survey Manual
- ◀ VTrans Materials Sampling Manual
- ◀ VTrans Approved Products List
- ◀ VTrans List of Materials with Advance Certification
- ◀ Manual on Uniform Traffic Control Devices
- ◀ Title 23, United States Code
- ◀ Code of Federal Regulations (CFR) sections affecting highway construction

EXPERIENCE WITH PUBLIC MEETINGS & FACILITATION

On any infrastructure project coordinated through VTrans MAS, the *MAS Local Projects Guidebook* requires that the public be kept informed on project progress and be allowed to provide input as the design evolves. Before design starts, a local concerns meeting must be held to explain the project to the public, inform the public how the project development process works, identify project-related challenges, and receive comments and concerns from local citizens. The public input becomes part of the Town's purpose and need statement. Later, an alternatives presentation meeting must be staged to allow the public to view various design alternatives and provide its input on the offered designs. The public's comments are then considered during the selection of the preferred design alternative for the project. Finally, as the project progresses to the stage where the conceptual plans have been developed, a public informational meeting must be held to present the conceptual design to the community. Other meetings or communications may be needed, as the project develops, should important issues arise that require citizen engagement or awareness.

Having successfully fulfilled Municipal Project Management responsibilities on several prior projects developed via the VTrans MAS flow chart, our planned MPM appointee for this assignment, Mr. Patrick Travers, has become an expert in organizing and moderating public outreach and local concerns meetings related to proposed infrastructure projects. Mr. Travers is familiar with what must be presented at these meetings, how to listen to and collect public input, how to summarize and evaluate that public input and how to incorporate it into the next stage of the project design. He is also familiar with how to assemble the required reporting to VTrans MAS regarding project decisions made due to information gleaned during public hearings. On his prior MPM contracts, Pat moderated public outreach meetings, local concerns meetings and neighborhood meetings for MAS projects during their conceptual and design phases and moderated public informational meetings during the startup of construction on those projects. Subsequent to presenting information to the public during these meetings, he recorded citizens' concerns and then ensured that they were addressed during project construction.

In addition to moderating public meetings, Mr. Travers has over twenty years of experience in coordinating pre-construction conferences and construction project status meetings, where he has been responsible for assembling and distributing agendas, chairing the meetings, recording meeting notes and distributing minutes. These meetings have generally included participation by representatives of the municipality or project owner, project financier, design



firm, general contractor, subcontractors, utility companies and other project stakeholders. This experience includes chairing such meetings for some 35 municipal projects coordinated through VTrans MAS. Over the years, Pat has become very skilled at facilitating problem solutions at these meetings and helping those in attendance reach group consensus on project challenges. He has also developed a reputation for running well organized and efficient gatherings. Other experience for Pat includes serving on town boards and volunteer organizations, serving on a municipal finance committee, and serving on a municipal representative town meeting, where he either moderated or participated in open public meetings and listened to citizen input on local issues.

Regarding public presentation skills, Pat is a well-seasoned public speaker who has made hundreds of seminar and workshop presentations since the early-1990s. He has developed several of his own construction-related trade seminars and had a long-term contract with the State of Vermont Department of Health to present workshops to the public on blood lead poisoning prevention. He has also delivered dozens of business startup, business planning and business management courses for the Vermont Small Business Development Center.

EXPERIENCE WITH FINANCIAL MANAGEMENT

The VTrans MAS and FHWA have specific financial reporting requirements that will apply to this Basin Street Improvement Project. Use of the federal grant money will need to be tracked and accounted for. The Town's local share will also have to be administered as it is incorporated into the project. The Municipal Project Manager (MPM) must follow certain procedures to secure cost reimbursement for the Town of Bristol. Budget development and project cost control will be of paramount importance. GPI has a strong background in project budgeting and project financial management, which includes taking on these responsibilities for undertakings in the public sector, including those coordinated through the VTrans MAS.

Our proposed MPM for this project, Patrick Travers, has considerable experience in budget development, financial management and cost control through his many years of project supervision as a municipal public works engineer, construction cost estimator, project manager for commercial construction contractors and as a business owner. This background includes monitoring project budgets as an MPM on VTrans MAS projects in Moretown, Barre City, Plainfield, Castleton, and Lowell. On these MAS-coordinated projects, one of Pat's most important responsibilities was to ensure that the municipalities received their expense reimbursements from VTrans. This involved verifying invoices from consultants and contractors, preparing monthly reimbursement requests per MAS requirements, and presenting the specified backup reporting for these requests.

GPI offers competencies in the following financial management areas, which would be highly applicable to your proposed Basin Street Improvement Project:

- ◀ Development of comprehensive and complex project budgets
- ◀ Close monitoring of costs for specific budget line items
- ◀ Cost control intervention when necessary
- ◀ Presentation of cost saving alternatives for construction projects
- ◀ Constructability reviews for proposed project designs, with the ability to present design modifications for cost savings

Past project financial accomplishments for Mr. Travers include:

- ◀ Reducing project implementation and duration time by 50% for a state agency, resulting in lowered project costs
- ◀ Client realization of significant project cost savings through constructability reviews of proposed designs
- ◀ Close monitoring of project scopes to ensure that projects are completed within budget

EXPERIENCE WITH PREPARING RFPs / RFQs & SCOPE OF WORK

For this Basin Street Improvement Project, a request for qualifications (RFQ) will have to be assembled for soliciting engineering design services and that RFQ will need a complete scope of services (SOS) attached, describing the services sought. An RFQ or request for proposals (RFP) will also have to be put together for the procurement of



Resident Engineer / Construction Inspection services. Again, this RFQ or RFP will need a clearly described scope of services for the proposing firms. Quite possibly, other RFQs and SOSs may be required if the need for other specialized services arise as this project develops. Each RFQ and its associated SOS must clearly articulate the services being solicited, the expectations of the Town of Bristol, specific tasks to be performed under the resulting contract, and expected deliverables. Other VTrans and FHWA requirements will also have to be clearly explained. Well written RFQs/RFPs and SOSs tend to generate better proposals from interested consultants, thereby making it easier for the Town to make the consultant selection. In the long run, accurately developed RFQs and scopes save money for the Town as those entering into a contractual agreement clearly understand the extent of services to be provided by the consultant. This eliminates the chances for a consultant filing a claim for additional compensation beyond their originally understood scope.

Through his 10-year duration as a contracted project manager for Vermont State Parks and his several MPM assignments for municipal projects developed through VTrans MAS, GPI's Patrick Travers has assembled comprehensive requests for qualifications (RFQs), requests for proposals (RFPs), scopes of services (SOSs) and scopes of work (SOWs) for over twenty unique public sector projects involving park facilities, historic buildings, sidewalks, recreation paths and a bicycle/pedestrian bridge. Services solicited included engineering design, architectural design, environmental consulting, construction inspection and hazardous material remediation. He has also assembled invitations for construction bids with associated bid documents and specifications.

Per VTrans MAS requirements, the procurement of consultant services for this project must follow the Qualifications Based Selection (QBS) process. GPI understands how to manage this type of selection methodology, including for projects developed through VTrans MAS. We can assemble evaluation criteria for proposals received, develop the scoring system, and provide a project owner with competent advice regarding which proposer is most qualified to perform the requested services.

We are also familiar with the VTrans At-the-Ready (ATR) selection process for procuring consultant services on VTrans MAS projects, and Mr. Travers has utilized the ATR process for engaging the services of consultants on his prior MPM assignments.

A sampling of RFQs or RFPs that Mr. Travers developed for clients, with accompanying SOSs or SOWs includes:

- ◀ RFP with accompanying SOS, soliciting At-the-Ready engineering design services for the Bridge #10 Replacement Project, VTrans # Lowell ER P-20-1(908); ER 0136, a project coordinated through the VTrans MAS.
- ◀ RFP with accompanying SOS, soliciting engineering design services for the Route 4A Sidewalk Project, VTrans # Castleton STP BP 13(10), a project coordinated through the VTrans MAS.
- ◀ RFP with accompanying SOS, soliciting At-the-Ready construction inspection services for the same Castleton Route 4A Sidewalk Project.
- ◀ RFP with accompanying SOS, soliciting engineering design services for the Plainfield Main Street Pedestrian Bridge project, VTrans # Plainfield STP BP 14(3), a project coordinated through the VTrans MAS.
- ◀ RFP with SOS for engineering design services for the Moretown Village Upgrade and Sidewalk Improvements project, VTrans # Moretown STP BP 13(8), a project coordinated through the VTrans MAS.
- ◀ RFP with accompanying SOS, soliciting At-the-Ready construction inspection services for the same Moretown Village Upgrade and Sidewalk Project.
- ◀ RFP with SOS for engineering design services for the Barre City Smith Street Shared Use Path Project, VTrans # Barre City TAP TA 13(4), a project coordinated through the VTrans MAS.
- ◀ RFP with accompanying SOS, soliciting construction inspection services for the same Barre City Smith Street Shared Use Path Project.
- ◀ RFQs and/or RFPs with comprehensive SOS's, soliciting engineering design, architectural design, specialty services or construction services for 16 separate Vermont State Parks contracts that involved park development, buildings renovations, historic restorations, and infrastructure improvements.



EXPERIENCE WITH VTRANS MAS PROJECT DEVELOPMENT PROCESS

Our designated MPM for the Town of Bristol, Patrick Travers, has successfully guided several municipal infrastructure projects through the entire MAS project development process, from conceptualization through construction completion.

These projects have involved bridge work, sidewalks, recreation paths and stormwater collection systems. Given this direct hands-on experience in coordinating these projects to completion, Mr. Travers has become intimately familiar with the MAS project development process and its associated flow chart. He knows which steps to take at which time, when to procure the required professional services, how to navigate through the permitting process and how to ensure that all required reporting is properly assembled and submitted to project funders.



Additionally, over the past fourteen years, Mr. Travers has managed 35 construction inspection contracts on municipal infrastructure projects coordinated through VTrans MAS. As such, he is intimately familiar with how construction must be managed and the methodologies for materials acceptance on a MAS-coordinated project. This background will be highly applicable when this project reaches the construction stage.

Given Patrick's considerable experience on MAS-coordinated projects, GPI offers an MPM who is intimately familiar with the entire development process for a municipal project coordinated through VTrans MAS. He is keenly familiar with the information contained within the VTrans 2014 *Municipal Assistance Program Local Projects Guidebook for Locally Managed Projects*. He is also aware of and adept in dealing with all the processes that take place and steps that must be followed during the various stages of VTrans project development, from the project set-up stage, through the project definition, project design and project construction stages.

EXPERIENCE WITH ADMINISTERING PROJECTS FROM PRELIMINARY DESIGN THROUGH CONSTRUCTION COMPLETION

GPI's Patrick Travers has decades of experience in construction project management, in roles both as an owner's representative and as a project manager for commercial construction contractors. He has also taken formal trainings in the science of project management. Patrick fully understands the five primary phases through which any construction project progresses (initiation, planning, executing, controlling, and closing) and knows what actions must be taken to facilitate the project through those phases. He can take over a project at any of its phases and bring it to successful closing. A sampling of specific project management experience that Mr. Travers offers includes:

- ◀ *Project initiation & planning*
- ◀ *Labor and materials quantity development*
- ◀ *Project cost estimating*
- ◀ *Budget management, including cost tracking*
- ◀ *Master schedule development*
- ◀ *Project schedule monitoring*
- ◀ *Coordinating the project permit process*
- ◀ *Arranging for archaeological and historical reviews of project area*
- ◀ *Assembling RFQs and RFPs for design services*
- ◀ *Developing Scopes of Services and Scopes of Work for contracts*
- ◀ *Reviewing and evaluating qualifications statements from consultants*
- ◀ *Negotiating and writing contracts for design services*
- ◀ *Overseeing design work performed by architects & engineers*
- ◀ *Constructability review of proposed designs & recommending design changes*
- ◀ *Facilitating changes to proposed design as project evolves*
- ◀ *Chairing / facilitating project and public meetings*
- ◀ *Assembling agendas and minutes for project meetings*
- ◀ *Facilitating stakeholder consensus*
- ◀ *Developing construction specifications*



- ◀ *Writing Invitations for Bids and RFPs for construction*
- ◀ *Assembling bid forms, either Lump Sum or Unit Price*
- ◀ *Overseeing bid period activity*
- ◀ *Conducting public bid openings*
- ◀ *Reviewing and evaluating contractor bids*
- ◀ *Writing construction contracts*
- ◀ *On-site inspection of ongoing construction work*
- ◀ *Reviewing and approving contractor requisitions*
- ◀ *Managing construction completion phase*
- ◀ *Coordinating project acceptance and turnover of project to owner*
- ◀ *Progress reports writing over the course of the project*

As previously highlighted, Mr. Travers was contracted for a multitude of project management assignments with the Vermont Department of Forests, Parks and Recreation (FPR), which involved taking a proposed project from the conceptual stage, through construction completion and then acceptance by the owner. He performed these assignments in a detail-oriented manner, while still being efficient and timely. Patrick's detail-oriented approach has minimized any discrepancies or misunderstandings that could have arisen during project development. FPR reported that by engaging Mr. Travers' services, project development time was reduced by 50% over the time it would have taken FPR to typically manage a project in-house. This resulted in considerable savings in time and money for them. He has delivered similar results for Vermont municipalities and private sector clients when performing project management services for them.

As a company, GPI has also demonstrated efficient project management abilities during the construction phase of municipal projects coordinated through the VTrans MAS, through our construction inspection assignments. Our quick-thinking abilities and knowledge of how to solve construction project challenges have saved many projects from experiencing delays or lost time.

SCOPE OF WORK

GPI proposes to perform the following Scope of Services for the Town of Bristol, as the Municipal Project Management (MPM) Consultant, as described below.

We are prepared to commence work as soon as requested by the Town and we will continue to provide MPM services until the Basin Street Improvement Project is fully constructed and accepted by the Town.

GPI is offering to perform all tasks as requested in the Town's RFP and provide all requested deliverables with no exclusions or exceptions.

Our proposed Scope of Services is as follows:

1. We will assume responsibility for ensuring that the project follows the "Project Development Process" and adheres to the August 2014 *VTrans MAS Local Projects Guidebook for Locally Managed Projects*, revised September 2017.
2. We will assume responsibility for coordinating all project activities and monitoring all aspects of project development on behalf of the Town of Bristol, while acting as liaison between the Town, VTrans, DHCD, consultants and/or contractors as necessary.
3. We will assume responsibility for ensuring adherence to federal and state rules and regulations relative to developing and constructing the project.
4. We will review and monitor a master schedule, to coordinate all activities necessary for: completing the project design; coordinating all necessary permits and approvals; relocating conflicting utilities; acquiring and clearing all rights-of-way; and preparing all bid documents.
5. We will prepare a Request for Proposals and/or Request for Qualifications, with associated Scope of Services,



for the hiring of design engineering services, for the preparation of preliminary and final design plans, preparation of environmental documentation as appropriate to comply with the National Environmental Policy Act (NEPA), preparation of bid documents, identification and application for necessary permits and construction oversight. We will make use of VTrans MAS templates for assembling the RFP and related Scope of Services.

6. We will form and chair a selection committee, comprised of Town citizens, for the purposes of reviewing and scoring received proposals from engineering design consultants, and subsequently, selecting which firm to hire. We will also assume full responsibility for documenting this process and submitting required reporting to VTrans MAS. As the project is funded by state and federal money, we will ensure that the hiring of the design engineering consultant conforms to all necessary regulations and requirements as laid out in the 2014 *VTrans MAS Local Projects Guidebook for Locally Managed Projects*.
7. We will ensure that NEPA documentation is in order and will forward it to VTrans for processing through the Federal Highway Administration (FHWA).
8. We will ensure that all provisions of consulting and contractor contracts are met and submitted on time and within cost limits. We will also assume responsibility for any and all contract administration.
9. We will review all project invoices for accuracy, completeness, reasonableness, and proper format. Once approved, we will forward these invoices to the VTrans MAS Project Supervisor, Peter Pochop, with a cover letter requesting reimbursement. We will assure that all required statements are included with the Town's request for reimbursement.
10. We will provide regular progress reports to the Town of Bristol and VTrans, with invoices.
11. We will identify, obtain approval for and implement procedures for facilitating development of the project.
12. We will arrange for, participate in and provide follow-up documentation for all project-related discussions, meetings or hearings.
13. We will ensure that any permit mandates, conditions, and stipulations are incorporated into the project design.
14. We will seek approval for, document and obtain any waivers of design criteria, if deemed necessary.
15. We will assume responsibility for the review of project plans and documents. Additionally, within the constraints of the review, we will explore design options to improve constructability, reduce costs and expedite construction.
16. We will engage in public relations services with the community and with property owners abutting the project. Additionally, we will assist in keeping the public informed of the progress of the project. As part of these responsibilities, we will be prepared to make public presentations about the project and moderate public project meetings as called upon.
17. We will assist the Town of Bristol in all right-of-way issues and negotiations of any easements or rights-of-way necessary for the project.
18. We will provide or obtain certification to VTrans that all right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations.
19. We will assist the Town of Bristol with utility and/or railroad issues for the project. We will also provide assurances to VTrans that federal and state laws and regulations have been complied with.
As there are no railroads near this project, there will be no railroad-related issues with which to deal.
20. We will review the project for compliance with all federal, state, and local laws, ordinances, regulations, and permit requirements, including environmental permitting. We will also provide certification to VTrans attesting that all requirements have been met and all permits have been obtained. We are aware that an overview of the environmental permitting process may be requested through the VTrans MAS Project Supervisor.



21. We will secure certification that the project design meets all applicable standards, codes and requirements for design and public safety standards.
22. We will secure and submit to VTrans, documentation by an engineer registered under the laws of the State of Vermont to practice “structural or civil” engineering, attesting to the attainment of structural capacity requirements for all bridges. We will also provide certification from an engineer of adherence of all traffic control devices to the FHWA’s Manual on Uniform Traffic Control Devices (MUTCD).
We do not anticipate any bridge-related work to take place at this project.
23. We will secure and submit a statement to VTrans as to which permits, agreements and clearances have been secured and which ones are not applicable to the project.
24. We will assist the Town of Bristol in preparing a bid package for construction, in conformance with federal and state regulations.
25. Once construction bids are received and opened, we will assist the Town of Bristol in determining whether the apparent low bidder is responsive and responsible.
26. We will prepare a construction contract for the Town of Bristol with the contractor deemed to be the lowest responsive and responsible bidder.
27. We will prepare a Request for Proposals, with associated Scope of Services, for the hiring of construction inspection, materials sampling, and materials testing services. We will make use of VTrans MAS templates for assembling the RFP and related Scope of Services. We will also assist the Town of Bristol in the review of proposals for the hiring of these services. Since this will be a state and federally funded project, we will ensure that the hiring process conforms to all necessary regulations, including those prescribed in the 2014 *VTrans MAS Local Projects Guidebook for Locally Managed Projects*.
28. We will provide project administration services to the Town of Bristol during the construction phase.
29. We will secure certification to VTrans that the project was constructed as designed.
30. We will keep a master project file, to become the possession of the Town of Bristol once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, we will provide or secure this information.

We have provided Municipal Project Manager (MPM) services on several prior projects developed through the VTrans MAS Workflow. Hence, we feel confident that the offered Scope of Work and identified deliverables are complete. Should you have any questions regarding the aforementioned Scope of Work or require more details on the proposed deliverables, please feel free contact us.

APPENDIX

PRIOR MPM ASSIGNMENTS ON PROJECTS COORDINATED THROUGH VTRANS MAS

Readsboro STP MM 22(2) - Bosley Hill Road Scoping Study

GPI has just started this Municipal Project Manager assignment to coordinate and oversee the development of a Scoping Study for the Town of Readsboro. The purpose of this study will be to ascertain the optimal design option for the permanent stabilization of a section of failed slope along Bosley Hill Road above the North Branch of the Deerfield River. With poor drainage conditions and fluvial erosion during high flow events of the river, this slope has been the site of frequent sloughing, resulting in a flurry of temporary repairs by the Town highway crew. The Scoping Study will consider options for improving drainage in the area, methods for stabilizing the slope and a possible realignment of Bosley Hill Road further away from the top of the bank. The Scoping Study will take about one year to develop, and upon its completion, the Town will apply for additional grant funding to develop the final design and construct the repairs.



Client: Town of Readsboro, VT

Contact: Ms. Karen Boisvert, Administrative Assistant, 802.423.5652, admin@readsborovt.org

Lowell ER P20-1(908) ER 0136 - Bridge #10 Replacement

GPI is currently fulfilling responsibilities as Municipal Project Manager to coordinate the development of this project, which will result in the construction of a new highway bridge where Hazen Notch Road crosses over the Burgess Branch Brook. Bridge #10 and its abutments were severely damaged during a heavy rain event in the fall of 2019. Currently, a temporary bridge carries traffic over the brook, while this project develops. This effort, coordinated through the VTrans Municipal Assistance Section, has evolved to the Preliminary Design Phase, with construction expected to take place in 2024. Construction costs are expected to be in the \$1.0M range.



Client: Town of Lowell, VT

Contact: Mr. Darren Pion, Chair, Select Board, 802.744-6559, dpiontransport@gmail.com

Plainfield STP BP 14(3) - Main Street Pedestrian Bridge

GPI's Patrick Travers provided Local Project Management services, from the pre-conceptual stage through receipt of construction bids, for this project that culminated in the adding of a new sidewalk to the historic Main Street Bridge over the Winooski River and construction of 350 feet of approaching sidewalks on each side of the bridge. The new facilities have created a safe passageway for pedestrians traveling from Plainfield's Upper Village to the Lower Village. Construction of this project was completed in 2021 and construction costs totaled about \$400,000. The project was coordinated through the VTrans Municipal Assistance Section with grant funding provided by FHWA and VTrans.



Client: Town of Plainfield, VT

Contact: Mr. David Strong, Chair, Citizen Advisory Committee, 802.454.1418, dstrong@vtlink.net

Barre City Tap TA 13(4) - Smith Street Shared Use Path

From 2013 through 2018; GPI's Patrick Travers served as Municipal Project Manager for the City of Barre on this effort that created a 1,900-LF multi-use recreation path, with a new drainage system and other improvements, along Smith Street. Given the project's location in a densely developed commercial area, considerable effort was required for securing permanent rights-of-way and accommodating for the needs of the project abutters. The project was completed in 2017, at a construction cost of about \$490,000. This VTrans Municipal Assistance Section-coordinated project was financed by Federal and State funds with a matching contribution from the City.



Client: City of Barre, VT

Contact: Mr. Steve Mackenzie, P.E., City Manager, 802.476.0240, manager@barrecity.org

Moretown STP BP 13(8) - Village Sidewalk & Drainage Improvement Projects

From 2014 through 2020; GPI's Patrick Travers fulfilled Municipal Project Management responsibilities from the pre-conceptual stage through receipt of construction bids, on this project that involved replacing 1,700-ft of existing sidewalk, adding granite curbing and installing an entirely new stormwater collection system along the east side of Route 100B through the Village of Moretown. Construction of this \$800,000 project took place during the summer of 2020. This project was funded by State, Federal and Town monies and developed through the VTrans Municipal Assistance Section process.



Client: Town of Moretown, VT

Contact: Mr. John Hoogenboom, Select Board, 802.223.6584, hoogenboom@gmail.com

Castleton STP BP 13(10) - Route 4A West Sidewalk Project

From 2015 through 2029, GPI's Patrick Travers served as Municipal Project Manager on this effort that resulted in the development of 3,800-ft of new sidewalk along VT Route 4A, from Drake Road westward to the Hydeville Post Office. New driveway ramps and some drainage work were also a part of the project. Construction was completed in July 2019 at a cost of ≈\$450,000. This project was developed through the VTrans Municipal Assistance Section with funding provided by FHWA, VTrans and a local match from the Town of Castleton.



Client: Town of Castleton, VT
Contact: Mr. Mike Jones, Town Manager, 802.345.2317, manager@castletonvt.org

OTHER PROJECT MANAGEMENT EXPERIENCE

VT State Parks - Alburgh Dunes State Park Redevelopment

From 2012 through 2019, GPI's Patrick Travers served as Project Manager for Vermont State Parks on this complex effort that brought improved parking facilities, a new access road, pedestrian enhancements, a new contact station, changing facilities, improved drainage infrastructure and other new facilities to this increasingly popular lakefront park. While serving as PM, Pat's responsibilities included overseeing all planning, design, permitting and construction inspection for this project. Construction was completed in May 2019 at a cost of ≈\$1.3M.



Client: VT Dept of Forests, Parks & Recreation
Contact: Mr. Rob Peterson, NW Parks Regional Manager, 802.279.8329, robert.peterson@vermont.gov

Vermont State Parks - Rehabilitation of "Old Hotel" Building, Kill Kare State Park

GPI's Patrick Travers was engaged by the Vermont State Parks as its Owner's Project Manager for this undertaking at Kill Kare State Park in St. Albans Town. The project entailed the complete overhaul of the park's main building that houses the Park Office, Ranger's quarters, bathrooms, and public use areas. The building was originally constructed as a resort hotel in 1868 and underwent major rehabilitation to make it more structurally sound and energy efficient. Close scrutiny regarding project design and construction was required for preserving the building's historic nature. This \$800,000 project was completed in 2011.



Client: VT. Dept of Forests, Parks & Recreation
Contact: Mr. Randy Mayhew, NW Parks Maintenance Supervisor, 802.372.5060, randy.mayhew@vermont.gov

Patrick Travers, E.I.T.

Construction Inspection Supervisor

PROPOSED PROJECT ASSIGNMENT: Project Manager

EDUCATION:

BS/1976/Civil Engineering

REGISTRATIONS/CERTIFICATIONS:

1976/Engineer-in-Training/CT

OSHA 10-Hour Construction Safety and Health

YEARS WITH FIRM: 2

TOTAL YEARS EXPERIENCE: 40+

Professional Profile

Mr. Travers is a seasoned construction industry professional with over forty years of experience as a project manager, project engineer, estimator and construction inspector. He also owned his own construction consulting business in the past.

Mr. Travers has an extensive background in public infrastructure projects, where he has developed a solid reputation for managing construction inspection contracts and serving as a municipal project manager. For the past fourteen years, Mr. Travers has been involved, in a management capacity, on about 50 municipal infrastructure projects throughout the State of Vermont. Additionally, Mr. Travers has managed 17 projects for Vermont State Parks and the Vermont Department of Fish and Wildlife. Project experience includes those involving road reconstruction, new sidewalks, streetscape improvements, recreation paths, bridge construction, large culvert replacements, underground utility construction, stormwater mitigation, slope stabilizations and salt storage sheds.

Prior to his focus in public infrastructure projects, Mr. Travers was a successful project manager for general contractors in the commercial building arena as well as earthmoving contractors. Mr. Travers was directly responsible for managing the placement of over 250,000 cubic yards of concrete at a nuclear power plant and has extensive experience performing quantity takeoffs, developing cost estimates and assembling bids.

Mr. Travers is highly organized and has developed a keen skill for directing multiple projects concurrently. Mr. Travers is also adept at moderating efficient and effective project meetings and can effectively coordinate efforts among all stakeholders involved in a project, such as owners, engineers, contractors and the general public.

Personal strengths for Mr. Travers include strong verbal and written communication skills, public relations capabilities, and presentation skills.

Firm Experience

GPI. 02/2020+. As a Project Manager and Construction Inspection Supervisor, Mr. Travers is responsible for procuring municipal project management and construction inspection contracts on public infrastructure projects, then managing those contracts, assigning onsite resident engineers to each project and overseeing the work performed by those resident engineers. Additionally, Mr. Travers ensures that positive relationships are maintained with clients and GPI's services are provided in adherence to contract requirements. Responsibilities also involve overseeing quality control of work products, monitoring project schedules, keenly observing project budgets and generating work progress reports as required by state and federal funders.

Prior Firm Experience

Staff Sterling Management, Morrisville, VT 2007-2020. Project and Operations Manager. Responsibilities included marketing and assembling proposals for resident engineering, construction inspection and project management assignments within the municipal infrastructure arena, then managing those contracts once procured. A total of 38 municipal infrastructure projects were procured and managed, along with another 17 State of Vermont projects. Construction projects ranged up to \$3,000,000 in size and involved street reconstruction, new sidewalks, recreation paths, waterlines, stormwater collection systems, sanitary sewers, bridges, new building construction, building rehabilitations and historic preservation.

Vermont Small Business Development Center (SBDC), Randolph, VT. 1998-2007. Business Counselor. This position involved advising small business owners and entrepreneurs on how to start up and successfully manage a business in Vermont. One-on-one counseling was provided to clients and business planning classes were presented. Many clients were able to secure business financing via their business plans developed through SBDC counseling.

Patrick Travers Construction Consulting, Burlington, VT. 1993-1998. Owner/Operator. Primary services offered were construction estimating and project management for small commercial construction contractors in northern Vermont and the North Country of New York State. The company also offered owner representation services as well as the development and presentation of seminars on construction estimating and project management. The company was licensed to present the VT. Department of Health Lead Paint Essential Maintenance Practices workshop to landlords of residential rental properties. Some 2,000 landlords statewide were educated through dozens of workshops.

CS Architecture and Construction, Burlington, VT. 1990-1993. Construction Project Manager. This position was responsible for on-site commercial construction supervision, including manpower oversight, budget monitoring, schedule managing and moderating project meetings. Projects included the Akwesasne Community Health Center for the Mohawk Nation, a 2,000 square-foot medical facility that required the supervision of over 100 craft workers.

Simpson Construction, Inc., Rochester, VT. 1987-1989. Project Manager. This position was responsible for start-to-finish coordination of commercial construction projects for a general contractor that contracted up to \$20 million of work per year. Responsibilities included contract negotiations, scheduling, budgeting, procuring subcontractors, moderating project meetings, coordinating with on-site project supervision and maintaining client relationships. Most of the work was public school construction.

Spera Construction Company, Inc., Hartford, CT. 1986-1987. Construction Engineer and Estimator. Responsibilities included cost estimating, assembling bids and managing commercial construction and public infrastructure projects for a heavy/highway, site work and earth moving contractor. Clients included cities and towns in Connecticut, and private developers.

Northeast Contracting Company, Inc., Middletown, CT. 1984-1986. Chief Engineer and Estimator. Responsibilities included calculating quantity takeoffs, determining construction costs and assembling bids for an excavation and site work contractor that focused on commercial construction projects in central Connecticut. Responsibilities also involved layout and construction engineering on site as well as representing the company at project progress meetings.

Stone and Webster Engineering Corporation, Boston, MA. 1981-1984. Senior Field Engineer. Responsible for coordinating operations of the on-site batch plant to support concrete placements for the \$4 billion Millstone III Nuclear Power Plant in Waterford, CT. Over the course of three years, more than 250,000 cubic yards of concrete meeting the requirements for nuclear facilities were placed in eight buildings that constituted the plant. Responsibilities also included oversight of unionized surveyors charged with layout work throughout the site.

Water Pollution Control Authority, Town of Waterford, CT. 1976-1981. Assistant Construction Engineer. This was an entry level position that involved construction inspection of a new municipal sanitary sewer system being installed throughout the town. Responsibilities included ensuring the work was in compliance with drawings and specifications, tracking quantities of work completed, capturing progress photos and approving contractor payment requisitions.

Volunteer Activity / Community Organizations

- President of Couples Field (Community Athletic Fields), Waitsfield, VT. 2019-Present
- Secretary, Board of Directors of Mad River Path, Waitsfield, VT. 2020-Present
- Board Member of Rootswork, Warren, VT. 2018-Present
- Founder and Coordinator of Mad River Valley Bocce League. 2019-Present
- Mad River Valley Rotary Club member. 2019-Present
- Shareholder, Mad River Glen Cooperative Ski Area, Fayston, VT. 1993-Present
- Past President, Canton Bicycle Club, Canton NY. 1993-1995
- Past member of Representative Town Meeting, Waterford, CT, 1970's

David J. Hoyne, P.E.

Senior Construction Engineer

PROPOSED PROJECT ASSIGNMENT: Senior Construction Engineer

EDUCATION:

BS/1989/Civil Engineering

REGISTRATIONS/CERTIFICATIONS:

1994/Professional Engineer/VT

National Highway Institute Certified Instructor

YEARS WITH FIRM: 5

TOTAL YEARS EXPERIENCE: 30+

COURSE WORK:

FHWA- "Bridge Maintenance Training", 2000

FHWA- "Construction Program Management Workshop", 2005

FHWA-NHI-Course No. 13049 "Economical and Fatigue Resistant Steel Bridge Details, 1990

FHWA-NHI- Course No. 01-004 "Highways in the River Environment", 1993

FHWA-NHI- Course No. 132014, "Drilled Shafts", 2002

FHWA-NHI-Course "Alternative Contracting", 2005

FHWA-NHI-Course No. 134064, "Transportation Construction Quality Assurance", 2006

FHWA-NHI-Course No. 136065, "Risk Management", 2008

FHWA-NHI-Course 420018 "Instructor Development Course", 2017

Vermont Criminal Justice Training Council, ICS 100, 2012, ICS 200, 2013

AGC Fall Protection Training, 2005

OSHA 1926.21 Construction Hazard Awareness Training,

OSHA 1926.503 Fall Protection Certification and Inspection, 2012

ASCE Leadership Development for the Engineer, 2008

ASCE Project Management, 2009

*NASBA Fraud Awareness for Managers, 2008
PCI, Prestressed Concrete Bridge Design Course, 1996*

AASHTO, Management Development Training, 1997

Professional Profile

Mr. Hoyne is an expert with demonstrated leadership for all phases of program delivery in the field of transportation engineering. He is driven to inspire transportation professionals to seek excellence in their work, promote a culture of quality and the fundamental principles and canons of the engineering profession. Mr. Hoyne is a leader with a clear focus on safety.

Mr. Hoyne has built a successful career through the development of lasting and effective relationships with all stakeholders, maximizing employee potential by aligning employee strengths with opportunities, and leading organizational excellence through process improvement, performance management and documentation. Mr. Hoyne is an expert at constructability reviews, contract specifications, root cause analysis and developing solutions to move complicated challenges forward. Mr. Hoyne has extensive experience analyzing contractors claims, delays and disputes, and has served as an expert witness and lead negotiator for many complex claims and mediation.

Firm Experience

GPI. 09/17+. As Senior Construction Engineer, Mr. Hoyne will provide expertise with constructability reviews, claims analysis, client relationships for locally managed construction services contracts, a subject matter expert in construction engineering, asset management, process improvement, bridge management and inspection and will provide training and onboarding expertise for construction inspection staff.

FHWA Bridge Preservation Expert Task Group. Mr. Hoyne is supporting the BPETG as the principal author for the communication plan, facilitating the development performance metrics for the ETG and performing edits to the Bridge Washing, the Removal and Replacement of Bridge Coatings and Deck Patching guides.

West Virginia Department of Transportation. Mr. Hoyne is the principal investor leading the team with the renewal of the WVDOT-DOH Contract Award Manual. This project is capturing the current state workflows for the prequalification, PS&E, procurement and award processes including documentation of state and federal requirements, changes to the construction manual and standard specifications.

Municipally Managed Projects. Mr. Hoyne is serving as the regional manager for resident engineer and construction inspection services for locally managed projects. Projects include the Market Street reconstruction project in South Burlington and the South Street sidewalk project in Springfield, VT.

National Highway Institute. Mr. Hoyne is a certified instructor teaching three courses for NHI including 130053 Bridge Inspection Refresher, 134067 Inspection of Bridge Rehabilitation Projects and 130091B Underwater Bridge Repair and Countermeasures. In addition, Mr. Hoyne is the subject matter expert for a new 6-hour web-based training for construction inspectors and is responsible for developing the technical content for the lessons.

Albany Port District Commission. Mr. Hoyne is providing expert guidance to the APDC as they navigate a notice of claim for a construction delay alleged by the contractor. *Client: Albany Port District Commission.*

Prior Firm Experience

AASHTO Subcommittee on Construction, Vice Chair, 2010-2017. Responsibilities included the development of the annual work plan, managing the committee functions in preparation and support of the annual meeting and providing support for the Chair and AASHTO committee liaison with committee matters.

Vermont Agency of Transportation (VTrans), Montpelier, VT. 2014-2017. Director, Construction & Materials Bureau. This position manages the Construction, Materials and Geotechnical Engineering Sections of VTrans. The Director has full responsibility for the leadership and management oversight of the Bureau, including budgetary, planning, policy, quality and performance. The Bureau consists of a staff of 118 engineers and technicians and manages an annual budget of \$200M; it augments the workforce with consultant personal services contracts for construction inspection, plant inspectors and geotechnical engineering services.

Secured \$3M in funding for the Construction Management System replacement project, a project that spans estimating, proposal preparation, procurement, contract management, Civil Rights and material management, which will replace the current client server versions with vendor hosted web-based applications.

Commissioned the new Materials Testing Laboratory with full AASHTO accreditation, deployed the Hamburg Wheel testing equipment, developed the recommendation to use polymer modified asphalt exclusively to counter premature wheel path erosion, and deployed a dashboard and reconciliation process to bring predictability and accountability to the material acceptance program.

Negotiated the global settlement for the \$60M Brattleboro Bridge to Nature DB Contract, resolving multiple complex claims, differing site conditions, extreme weather events, liquidated damages and the revised no excuse completion date.

Represented VTrans as the SME in a false claim investigation and provided expert testimony as VTrans 30(b)(6) witness for a complex differing site conditions claim.

Oversaw development of a procedure's manual for Construction SME's.

Vermont Agency of Transportation (VTrans), Montpelier, VT. 2006-2017. State Construction Engineer. This position manages the Construction Section, which provides contract management services for the VTrans capital improvement program of highway, bridge and rail construction contracts. The Section consists of a staff of 75 engineers and technicians and manages an annual budget of \$180M. Projects must be delivered in accordance with the contract provisions, the Code of Federal Regulation, State and Federal laws.

Managed over 750 highway, bridge and rail construction contracts valued at \$1.75 billion.

Managed over 250 contractors claims to include complex contract terminations, global settlements, compensable delays and false claims.

Oversaw the renewal of the Construction Manual, and the creation of the Regional Process Manual.

Delivered the American Reinvestment and Recovery Act (ARRA) projects in accordance with Federal Audit requirements from 2009 through 2011.

Provided staff and expert support to the Tropical Storm Irene Recovery effort in 2011.

Served as Special Liaison between Unified Command and the Incident Commanders during Tropical Storm Irene Recovery.

Served as Logistics Officer for the Statewide Irene Recovery Officer and its assignment to produce the Irene Recovery Report for the Governor in 2012.

Served as Project Sponsor for VTrans' first Business Process Management Solution (BPMS). This pilot project demonstrated the potential of BPM, and provided a fully automated process solution to the Finals Process (final contract reconciliation) using a cloud based application.

Serves as VTrans expert witness in court proceeding for construction claims, have extensive experience with depositions, testified before administrative review boards, managed complex HR issues involving termination cases and served as the business point of contact for police investigations of theft and fraud.

Vermont Agency of Transportation (VTrans), Montpelier, VT. 2004-2005. Southwest Regional Construction Engineer. This is a full management position within the Construction Section responsible for the oversight of the Southwest Region.

Supervision of the engineering, inspection, documentation, and administration of the contracts assigned to the Southwest Region.

Oversaw construction of the Western Segment of the Bennington Bypass.

Acted as the Construction SME for the rewrite of the Standard Specification for Highway Construction book.

Vermont Agency of Transportation (VTrans), Montpelier, VT. 2000-2003. Bridge Management Engineer. This is a full management position responsible for the oversight of the Bridge Management System, the Bridge Inspection Program, and the Steel Fabrication Inspection Program.

Manage and guide the application of the Bridge Management System (PONTIS) to Vermont's network of bridges, including the Interstate, State and Town Highway Bridge Programs.

Provide full oversight of the Bridge Inspection Program (NBIS) in accordance with Federal standards for inspections and reporting of data.

Provide full oversight of the Overload permit review process for weight and height restrictions on Vermont's bridges.

Provide full oversight of the Steel Fabrication Inspection program, including all structural steel, bearing, bridge railing and welding procedures for Agency projects.

Provide full oversight for municipal and private utility projects when bridges are involved.

Provide technical assistance to municipalities and Operations forces looking to preserve or rehabilitate structures.

Serves as Project Manager for emergency repair projects.

Prepares reports and makes presentations to Executive Staff, Legislative Committees and other public groups regarding the status of the Bridge Program, new initiatives and bridge condition forecasts.

Vermont Agency of Transportation, Montpelier, VT. 1996-1999. Pavement Management Program Engineer. This is a Project Manager level position responsible for the development of the annual Class 1 Town Highway, State System and Interstate paving programs.

Manage and guide the application of the Pavement Management System (dTIMS) to Vermont's network of highways.

Develop a Preventive Maintenance program that includes securing Federal participation, project selection, and material & specification requirements.

Manage the Paving Programs needs for the STIP and TIP process and program new projects.

Administrate the Paving budget by determining program categories to meet Program goals, monitor expenditure profiles, obligational authority, and prepare necessary reports and documentation.

Supervise Pavement Condition Survey team and the Database Administrator positions.

Develop the final project specific recommendation; scope of work and cost.

Oversee project testing using the Falling Weight Deflectometer, Mays Meter and coring equipment.

Manage the Level and Seal program including budgeting, project selection, recording production rates and costs for use with the Pavement Management System.

Develop the Pavement Management Annual Report; assist with policy development and review, including the Strategic Overview for the program.

Vermont Agency of Transportation, Montpelier, VT. 1989-1996. Bridge Designer. A full production engineer responsible for managing multiple projects from inception through to construction.

All phases of design and preparation of contract plans for complicated bridge projects.

Conduct Public Informational Meetings for bridge projects.

Conduct preliminary site visits to establish scope of work, potential alignments and environmental constraints.

Designed the first two span prestressed voided slab continuous for live load at VTrans.

Designed the first two span continuous haunched composite plate girder using LFD at VTrans.

Designed and load rated several historic steel truss bridges for use on highways and shared use paths.

Designed and load rated covered bridges for continued highway use.

Deployed seismic bearings to distribute loadings to existing foundations from new continuous superstructure.

Served as Chair of the Structures Design Manual and oversaw a complete rewrite of the document.

Publications

- New England Transportation Consortium (NETC) Committee member on Thin Pavement Sections using Geogrids and Drainage GeoComposites
- National Cooperative Highway Research Program (NCHRP) Topic 47-09 panel member for Practices for Establishing Contract Completion Dates for Highway Projects.
- NCHRP Task 386 panel member for the Update of the AASHTO 2008 Guide Specifications for Highway Construction.
- NCRHP 20-68A- US Domestic Scan Program scan team member for Scan 15-01 Developing and Maintaining Construction Inspection Competence.
- NCHRP 10-99 D02 panel member for the Guidebook for Implementing Constructability across the Entire Project Development Process: NEPA to Final Design.

Volunteer

- Member of the Engineering Advisory Committee for Vermont Technical College. 2013-Present
- Norwich University; member of the Engineering Advisory Board, Board of Fellows. 2000-2008
- Capital Soccer Club; member of the Board of Directors. 2008-2014
- Town of Fayston; past member of the Town Planning Commission. 2000-2004
- Town of Fayston; past town representative to the Central Vermont Regional Planning Commission. 1995-1999
- Fayston Elementary School; past Co-Chair of Winter Sports Committee. 2006-2010

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