

VTM ENGINEERING, PLC

2941 Shelburne Falls Road
Hinesburg, Vermont 05461
Phone: (802) 233-7531

June 12, 2023

Ms. Valerie Capels
Town Administrator
Town of Bristol
1 South Street
Bristol, Vermont 05443

RE: DBE Effort by Munson Earth-Moving Corporation
Town of Bristol
Pine Street Waterline Replacement Project
VTM Engineering Project 22-1.1 C
DWSRF Loan No. RF3-477

Dear Valerie:

VTM Engineering, PLC (VTM) has reviewed the effort displayed by Munson Earth-Moving Corporation to solicit bids from disadvantaged business enterprises, required as a condition of submitting a bid for the above referenced project. After review, VTM is satisfied that they have complied with the requirements of the DBE solicitation. I recommend that you accept their effort and submit your recommendation to the Vermont Department of Environmental Conservation, Water Investment Division for their concurrence. A summary of the DBE Solicitation Effort and is attached for your reference.

If you have any questions, please feel free to contact me.

Sincerely,

VTM Engineering, PLC

Steven Palmer

Steven Palmer, PE
President

Attachment: Bristol Pine Street Waterline Replacement Project - DBE Solicitation Effort
Summary

Bristol Pine Street Waterline Replacement Project
DBE Solicitation Effort Summary
June 12, 2023

VTM Engineering, PLC

DBE Objective

State Revolving Loan Funds (SRF) are capitalized by the Federal Government under EPA and administered by the State of Vermont. Use of these funds requires that the applicant adhere to certain Disadvantaged Business Enterprise (DBE) objectives. In short, the DBE objectives are to ensure nondiscrimination in the award of contracts under EPA financial assistance agreements, help remove barriers to the participation of DBE's in the award of contracts under EPA financial assistance agreements, and to provide appropriate flexibility to recipients of EPA financial assistance in establishing and providing contracting opportunities for DBEs. EPA's DBE Enterprise Procurement Procedures when using SFR funds were utilized in conducting this DBE procurement.

DBE Review/Selection

A. Request for Reduced DBE Solicitation Period

VTM Engineering, PLC (VTM) reached out to the Water Investment Division (WID) on March 21, 2023 to request a reduction in the pre-advertisement period from 30 days to 15 days. WID subsequently approved the request on March 21, 2023 (correspondence attached).

B. DBE Contractor Solicitation Effort

The State of Vermont maintains a DBE Directory. The Directory is intended to be used as a guide for municipalities to seek certified woman and minority owned businesses to utilize on government contracts. The Town of Bristol and their engineering consultant reviewed the current DBE directory. Two firms were identified as potential sub-contractors with services that meshed with the Bristol Pine Street Waterline Replacement project. The contractors identified were:

1. J.P Sicard, Inc.
2. Worksafe Traffic Control, Inc.

The potential DBE's identified were subsequently contacted on March 26, 2023 (correspondence attached). J.P. Sicard did not respond to VTM's solicitation. Worksafe Traffic Control did respond on April 4, 2023 indicating that they had an interest in providing subcontract services on this project (correspondence attached).

C. Bid Advertisement

The official advertisement for the project was placed on the Vermont Business Registry on April 13, 2023. A list of potential bidders who reached out to the project Engineer for a copy of the plans and specifications was submitted to Worksafe Traffic Control on April 29, 2023.

D. Addendum #1

Addendum #1 which identified Worksafe Traffic Control as a DBE who had expressed interest in the project was released to all identified potential bidders on May 1, 2023 (see attached correspondence).

E. Good Faith Effort

Refer to the "Bid Analysis and Recommendation for Contract Award" for the Bristol Pine Street Waterline Replacement project for details regarding the Bid process and results. Bids for the project were received June 8, 2023. Munson Earth-Moving (Munson) was identified at the Apparent Low Bidder. Munson included with their bid, a copy of their correspondence during the Bidding process with one responsive DBE, Worksafe Traffic Control. A copy of that correspondence is included. If Awarded the project, Munson has indicated that they intend to hire Worksafe as a subcontractor to perform work on the project.

Supporting Documentation

Steve Palmer


From: Parks, Cynthia <Cynthia.Parks@vermont.gov>
Sent: Tuesday, March 21, 2023 2:50 PM
To: Steve Palmer
Cc: Valerie Capols; Jill Marsano
Subject: RE: Bristol Pine Street - Request for Condensed DBE Solicitation Period (FR3-477)

Thank you, Steve, for the request to reduce the normal DBE solicitation period from 30-days to 15-days. Given the magnitude of the project, this request is approved.

Best of luck to you and the Town with the solicitation!

Sincerely,

Cindy P


Cynthia A. Parks, PE
Construction Engineer
Water Inspection Division
VT Department of Environmental Conservation
3 National Life Drive, Davis 3
Montpelier, VT 05602
Cynthia.parks@vermont.gov (802) 585-4913

From: Steve Palmer <spalmer@vtmenengineering.com>
Sent: Tuesday, March 21, 2023 1:58 PM
To: Parks, Cynthia <Cynthia.Parks@vermont.gov>
Cc: Valerie Capols <townadmin@bristolvt.org>; Jill Marsano <jill@vtms.com>
Subject: Bristol Pine Street - Request for Condensed DBE Solicitation Period (FR3-477)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.
Good afternoon Cindy. I am writing on behalf of the Town of Bristol to request that the Pine Street Waterline Replacement Project be granted a consolidated DBE solicitation period. I am requesting that the normal 30-day timeframe be reduced to 15 days.

Thank you.

Steve

Steven L. Palmer, P.E.
President, VTM Engineering, PLC
Email: spalmer@vtmenengineering.com
Telephone: (802) 233-7531

VTM Engineering, PLC

2941 Shelburne Falls Road
Hinesburg, VT 05461

Tel: (802) 233-7531 Email: spalmer@vtengineering.com

Transmitted via email, Return Receipt Requested

March 23, 2023

Debora Ricker
Worksafe Traffic Control
115 Industrial Lane
Berlin, Vermont
Email: deborar@worksafetci.com

RE: Bristol Pine Street Waterline Replacement Project
Vermont State Revolving Fund No. RF3 - 477
Bristol, Vermont

Your firm has been identified as a Disadvantaged Business Enterprise (DBE) that has shown an interest in performing work on projects funded by the State of Vermont, Department of Environmental Conservation, and the Environmental Protection Agency, Region I. This project is a public utility and transportation project and includes full replacement of 2,600-feet of existing water main and associated appurtenances.

If you are interested in providing sub-contract services, supplies or materials, please contact my office by phone or email, no later than 14 days from the date of Bid Advertisement giving the following information:

Name of Firm:
Contact Person:
Mailing Address:
Email Address:
Phone No.:
Type of Services Interested in Quoting on:

Upon receipt of your notification, I will immediately email you the list (as of that date) of those firms which have taken out copies of the plans and specifications for this contract.

All notification of interest received within the time frame identified above will be listed in an addendum to prospective bidders issued the 15th calendar day after the bid advertisement. Late notifications will not be included through issuance of subsequent addenda.

If you are a sub-contractor or material supplier, you are encouraged to initiate contact with prime contractors as early in the bidding phase as possible. You have until the 25th calendar day after advertisement to notify (by email) those contractors requesting your proposal of your intent to bid (bid not necessary at this time). If the contractor has not received your certified letter by the 25th day after advertisement, no other communication initiated by the contractor is necessary. You are being sent the attached advertisement for this purpose. We look forward to receiving your notification of interest in our project.

Sincerely,
VTM Engineering, PLC

Steven Palmer

Steven L. Palmer, P.E.
President

Attachment: Bristol Pine Street Waterline Replacement Project - Bid Advertisement

VTM Engineering, PLC

2941 Shelburne Falls Road
Hinesburg, VT 05461

Tel: (802) 233-7531 Email: spalmer@vtmengineering.com

Transmitted via email, Return Receipt Requested

March 23, 2023

Jason Sicard
J.P. Sicard, Inc.
234 Glover Road
Barton, VT 05822

Email: theresa@jpsicard.com

RE: Bristol Pine Street Waterline Replacement Project
Vermont State Revolving Fund No. FR3-477
Bristol, Vermont

Your firm has been identified as a Disadvantaged Business Enterprise (DBE) that has shown an interest in performing work on projects funded by the State of Vermont, Department of Environmental Conservation, and the Environmental Protection Agency, Region I. This project is a public utility and transportation project and includes full replacement of 2,600-feet of existing water main and associated appurtenances.

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Sincerely,
VTM Engineering, PLC

Steven Palmer

Steven L. Palmer, P.E.
President

Attachment: Bristol Pine Street Waterline Replacement Project - Bid Advertisement

TOWN OF BRISTOL, VERMONT
PINE STREET WATERLINE REPLACEMENT PROJECT

ADVERTISEMENT FOR BIDS

DWSRF No. RF3-477

Sealed Bids for the Town of Bristol, Vermont's Pine Street Waterline Replacement Project will be received at the Town Clerk's Office, 1 South Street, Town of Bristol, Vermont until 1 pm EST on **Thursday June 8, 2023** at which time the Bids will be publicly opened and read aloud. The Project consists of installing approximately 2,600-feet of new 8-inch PVC water main and associated appurtenances as well as decommissioning and abandonment of the existing water lines.

Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis as indicated in the Bid Form. A bid tabulation will be released to all bidders within five (5) business days.

A pre-bid conference will be held on **Thursday May 18, 2023** at 10 am at the following location:

Bristol Town Hall
1 South Street
Bristol, VT 05443

Attendance at the pre-bid conference is highly encouraged but is not mandatory. Remote attendance via Zoom will also be available. The Zoom link to the pre-bid meeting is: <https://us02web.zoom.us/j/85152103516?pwd=WG9vK3JQbDZPYmZSNERBSFBiVi80QT09> . This link will also will be posted on the Town of Bristol's webpage.

The Apparent Low Bidder will be asked to submit proof of satisfactory completion of all Disadvantaged Business Enterprise requirements as well as qualifications to perform the Work as described in the Instructions to Bidders.

Electronic or hard copies of the project Drawings and Bid Documents may be obtained through:

Issuing Office:	VTM Engineering, PLC 2941 Shelburne Falls Road Hinesburg, VT 05461
Contact:	Steven Palmer, P.E.
Telephone:	(802) 233-7531
Email:	spalmer@vtmengineering.com

Prospective Bidders who desire copies of the project Drawings and Bid Documents are encouraged to make their request for documents via email. **When requesting documents, please specify whether the request is for electronic or hard copies of the documents. Also include your company name, contact person, telephone number and email address of the individual who will be responsible for receiving information related to this project.** There will be no cost for providing electronic copies of the project

Drawings and Bid Documents. Hard copies will be provided at a cost of \$150/set. The Engineer can transmit the Bid Documents via delivery service if necessary. Delivery costs will depend on the shipping method selected by the prospective Bidder. Neither the Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than VTM Engineering, PLC.

This project is funded in part through the Vermont Drinking Water State Revolving Fund. Consequently, the following provisions apply to this WORK (more detail for each of these provisions can be found in Instruction to Bidders):

1. Bid security in accordance with the Instructions to Bidders
2. Disadvantaged Business Enterprise (DBE) requirements
3. Performance BOND and Payment BOND each in the amount of 100% of the contract price
4. "AIS" (American Iron and Steel) provisions of P. L. No. 113-76, Consolidated Appropriations Act
5. ~~"BABBA" (Build America, Buy America Act) provisions of Pub. L. No. 117-58~~
6. Federal Wage Rates as determines under the Davis-Bacon Act
7. Prohibition on Certain Télécommunications and Video Surveillance Services or

Equipment Note that Build America, Buy American Act (BABAA) Requirements will NOT apply to this Contract.

Owner: Town of Bristol By: Valerie Capels

Title: Town Administrator

Date: April 12, 2023

+ + END OF ADVERTISEMENT FOR BIDS

+ +

Town of Bristol, Vermont
Pine Street Waterline Replacement Project
DWSRF RF3-477
April 29, 2023

Addendum No. 1

This Addendum shall be considered part of the Contract Documents dated April 12, 2023, for the project referenced above, as though it has been issued at the same time and shall be incorporated therein. Where provisions of the following supplemental information differ from the original bid documents, this Addendum shall govern and take precedence.

Bidders are hereby notified that they shall make any necessary adjustment in their estimates because of the Addendum. It will be construed that each Bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

All prospective bidders shall acknowledge receipt of the Addendum in 3.01A on their Bid Form. Failure to do so may subject the Bidder to disqualification.

CONTRACT DOCUMENTS AND SPECIFICATIONS

APPENDIX H - DISADVANTAGED BUSINESS ENTERPRISES (DBE)

Appendix H shall be added and made a part of the Contract Documents. Appendix H contains a list of DBEs that each Bidder shall make a good faith effort to contact. Bidders should keep a written record of dates, times and resulting correspondence. The Engineer will request written documentation from the Apparent Low Bidder of the Bidder's good faith effort toward DBE solicitation as outlined in the Bid Documents.

There was one DBE identified for this project as follows:

Name of Firm: Worksafe Traffic Control Industries
Contact Person: Dan Kirkpatrick
Mailing Address: 115 Industrial Ln Barre, VT 05641
Email Address: danielk@worksafetci.com
Phone No.: 802-223-8948

Type of Services: Temp and permanent signs, posts and hardware, project signs and traffic control products such as cones, drums and barricades.

Bidders are also encouraged to identify and reach out to other DBE's (registered with the State of Vermont) who may be qualified to provide sub-contract services for this project. A written record shall be kept of the solicitation effort.

END of ADDENDUM NO. 1

Nick Gaudreau

From: Daniel Kirkpatrick <danielk@worksafetci.com>
Sent: Thursday, May 4, 2023 12:25 PM
To: Nick Gaudreau
Subject: RE: Pine Street Waterline Replacement Project - Bristol
Attachments: Est_1832_from_Worksafes_Traffic_Control_Industries_inc_17416.pdf

Nick,

Here is the quote for the project sign along with cones and some stock sizes. Our SF prices on plywood are currently \$9.81 for Orange and \$8.72 for white signs, min of \$20.00.

Dan Kirkpatrick

Visit us at: <https://worksafetci.com>

☎ | 800-547-0808

☎ | 802-229-1810

✉ | danielk@worksafetci.com

From: Nick Gaudreau <NGaudreau@munsonearth.com>
Sent: Monday, May 1, 2023 3:35 PM
To: Daniel Kirkpatrick <danielk@worksafetci.com>
Cc: Adam Young <ayoung@munsonearth.com>
Subject: Pine Street Waterline Replacement Project - Bristol

Good afternoon Daniel,

You have been identified as a potential DBE for the above referenced project. Are you planning to quote anything as a part of this project? I believe the only thing we would need would be the project sign, but if you have pricing on other signs/cones/etc., we would certainly be interested as well.

Thank you,

Nick

MUNSON EARTH-MOVING CORP.

Nick Gaudreau
Chief Estimator

Phone: (802) 863-6391 ext. 101 Cell: (802) 681-8381

Fax: (802) 863-6395

E-mail: NGaudreau@munsonearth.com

85 Shunpike Road, Williston, VT 05495