

MPM Selection for Municipal Staff Member or Regional Planning Commission Member

The *Town of Bristol* has entered into an agreement with the Vermont Agency of Transportation to develop a project known as *Bristol TAP TA24(2)*. This project is funded in part by the Federal Highway Administration and the Vermont Agency of Transportation. Accordingly, all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations.

The *Town of Bristol* is proposing that the following individual: *Michael Winslow, Addison County Regional Planning Commission*, will provide municipal project management services.

The individual named above will be referred to as the Municipal Project Manager or MPM.

The MPM duties will be as outlined in the Town's Grant Agreement and in the MAB Guidebook. Tools to assist the MPM are found on the MAB sharepoint site (<https://outside.vermont.gov/agency/VTRANS/external/MAB-LP.>)

The requirements and responsibilities of the MPM include:

- Responsible for ensuring that ALL aspects of the project follow the "VTrans Project Development Process" and adheres to the Municipal Assistance Bureau (MAB) "Guidebook for Municipally Managed Projects".
- Responsibility for coordinating all project activities and monitoring all aspects of project development on behalf of the municipality. The MPM is responsible for ensuring adherence to federal and state rules and regulations relative to developing and constructing a project.
- Review and monitor project schedule to coordinate all activities necessary for completion of the project. This responsibility includes providing regular progress reports to VTrans (biweekly or monthly depending on scope of project.)
- Solicit and coordinate Request for Proposals / Qualifications and Scope of Services for any and all consulting needs subject to VTrans approval. Examples are available. Act as member of selection team and maintains responsibility for documenting these processes.
- Review and ensure that all provisions of all contracts are met or satisfied and submitted on time and within cost limits. This includes ongoing tracking of expenditures compared to contract amounts and the overall project budget.
- Carefully review all project invoices to ensure billing matches work completed and provide invoices and supporting documentation to VTrans along with a statement attesting to the accuracy, completeness and reasonableness.
- Arrange for, participate in and provide follow-up documentation of all project-related discussions, meetings or hearings.
- Review of project plans and documents for conformance with MAB standards prior to submitting to VTrans.
- Assist the municipality in all right-of-way, utility and/or railroad issues and process.

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- Review the project for compliance with all federal, state and local laws, ordinances, regulations and permit requirements, including environmental permitting.
- Assist the municipality in preparing a bid package for construction, in conformance with federal and state regulations. Documents and answers all inquiries during project advertisement. Once bids are received and opened, assist municipality in determining whether apparent low bidder is responsible.
- Coordinate and participate in a Preconstruction Conference in accordance with the MAB guidebook.
- Provide project administration of project during construction, including oversight of construction inspector, conducting periodic field reviews of construction activities, work items and daily record keeping.
- Provide approval on behalf of the Municipality for necessary Change Orders and forward to VTrans for concurrence.
- Provide a certification to VTrans (as the Project Acceptance Memo) that the project was constructed as designed with a summary of all projects costs summarized by phase. (A template can be provided.)
- Coordinate and participate in a substantial completion walkthrough in accordance with the MAB guidebook.
- Keep a master project file, to become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the MPM will be responsible for providing or securing this.

Proposed MPM candidates should submit responses to the questions on the following page along with a detailed RESUME that highlights their credentials and experience in relation to Project Management. Along with the response to questions and the resume, the project sponsor must submit a letter of appointment and support for the proposed MPM candidate on Municipal Letterhead.

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The following questions will be scored by a minimum of two members of the VTrans Municipal Assistance Bureau. The resulting scores will be evaluated to ensure the proposed individual has satisfactory understanding, experience and time available to serve as MPM on this project. Please provide specific examples that support your answers as applicable.

1. Please define: In an average workweek how many hours are you available to allocate to project specific MPM duties for this project? 5 hours available each week. Note that this project is likely to take between two and four years from beginning to completion of construction. Please describe your commitment to remain as the MPM for the duration of the project. How would this commitment fit into your routine workload?

I currently oversee the Transportation and Clean Water Service Provider Programs for ACRPC. The work for Bristol would be complementary to these efforts. I have served with ACRPC for five and a half years at this point and have demonstrated a commitment to the position.

2. Please describe your experience and familiarity with the Vermont Agency of Transportation's project development process and experience with projects overseen by the VTrans Local Projects / Municipal Assistance Bureau.

Personally, I have served as MPM for one scoping project (Bridport STP MM21.4) and one construction project (Vergennes STP BP19.6), and am currently serving for construction projects in Weybridge (STP MM 23(5)), Ferrisburgh (TAP 24(3)), and Bridport (STP MM 24(1)). The RPC as a whole has served as MPM for numerous other projects.

3. Please describe your experience and/or general knowledge of civil engineering topics related to transportation or stormwater management infrastructure.

I have managed ACRPC's obligations under the Grants in Aid program which involves pre- and post-construction inspections for projects to remediate stormwater related issues on local roads. I have managed numerous planning projects funded under ACRPC's Transportation Planning Initiative including intersection studies, assessments of new roadway alignments, siting and design of a new salt/sand shed, and siting of pedestrian paths. Management for these includes writing the RFP, selecting the contractor, coordinating interactions between the contractor and the municipality, making sure the project stays on schedule, reviewing invoices, and reviewing final products.

4. Please give a brief overview of your understanding and experience related to the requirements of the right of way process and acquisitions where Federal Highway is a funding source.

In managing the Vergennes sidewalk project (STP BP19.6) I was responsible for securing temporary easements for three properties. This included ensuring the easements were memorialized in the town records. Additionally, ACRPC served as MPM for the Middlebury Pulp Mill Bridge Sidewalk project which entailed securing temporary easements from 11 different property owners and the Middlebury Exchange Street project which required 12 easements.

5. Please give a brief overview of your understanding and experience related to securing and complying with environmental permits & clearances.

For the Vergennes sidewalk project, we had to secure environmental clearance to proceed to construction. In addition, I have been closely involved with the Vergennes PELS project which is preparatory to seeking NEPA clearance.

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6. Please define your project management experience, especially where federal funding was involved. This should include your roles and responsibilities for overseeing contracts, solicitation and procurement of services, advertising of bids, compliance monitoring, records management and retention, and project financial oversight / invoicing.

I have assisted the Town of Lincoln in securing a contractor for a scoping study of a sidewalk extension. This included writing an RFP, selecting a contractor, and writing a contract for the town and contractor. I worked with the City of Vergennes on a sidewalk construction project funded with federal dollars. In this process we used the VTrans At-the-Ready process for the Vergennes sidewalk to select a Design Engineer and Construction Inspector. That project was successfully completed. For the on-going Weybridge project we also secured Design Engineer services using ATR and are in the process of doing so for the Ferrisburgh sidewalk. The Town of Bridport chose to issue an RFQ rather than use the ATR process and we drafted the RFQ, reviewed proposals and are in the process of finalizing that procurement. ACRPC annually solicits contractors to conduct planning projects for towns funded by Transportation Planning Initiative funds. I write the Scope of Work and RFP, advertise it through the Vermont Bid System, review and select contractors, write contracts, oversee project work, review invoices, and review work products for all these projects.

7. Please describe your role coordinating with multiple internal and external stakeholders to accomplish a project. Be sure to address your techniques for effective communication.

Different audiences require different methods of communication. All require a system for communicating. At ACRPC, we use e-mail, our newsletter, direct-mail, our website, texts, phone calls and face to face communication to address the needs of the multiple projects and stakeholders we interact with on a daily basis.

8. List MAB (or former LTF) projects you have worked on as MPM and indicate VTrans staff person you worked with. (This question not scored)

Lincoln Sidewalk Scoping Study, completed - Chris Hunt

Vergennes Main Street Sidewalk Construction STP BP19(6), completed - Peter Pochop

Bridport Middle Road Culvert Scoping STP MM 21(4), completed - Ande DeForge

Weybridge STP MM 23(5), in progress - Derek Kenison

Ferrisburgh TAP 24(3), in progress - Jon Lemieux

Bridport STP MM 24(1), in progress - Ande DeForge