



Town of Bristol

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BRISTOL PUBLIC WORKS DEPARTMENT BUILDING, SITE, AND NEEDS ANALYSIS REQUEST FOR PROPOSALS

DUE: Wednesday, January 8, 2020, 4:00pm

The Town of Bristol is seeking proposals from qualified professionals for services to evaluate the current and future operational needs of the Public Works Department at their facility located at 80 Pine Street; develop a space, site, and cost analysis and preliminary plans for recommended improvements; and produce a cost-effective and realistic plan for addressing the Public Works Department's current and long-term needs.

I. PROJECT BACKGROUND

The Bristol Town Garage is a complex of seven buildings on 14.7 acres of land that have evolved in function over time. The site includes a municipal landfill, which was closed in 2016.

The 64' wide x 40' deep (2,560 sf) wood-framed "gray barn" is the former Village garage, built in the late 1980s or early 1990s on a concrete slab. It has two bays and is where trucks #3 and #4 are stored. It is heated with propane fuel. This building was built on fill material

The 70' wide x 40' deep (2,800 sf) wood-framed "green barn" is the Town garage, built in the 1960s on a concrete slab. It has five bays and is where the grader, loader, and trucks #1 and #2 are stored. It is heated with a combination of used oil and heating fuel.

In between the gray and the green barns are the following buildings:

- 16' wide x 24' deep (384 sf) storage building
- Metal fuel tank for used oil storage
- 12' wide x 20' deep (240 sf) dog pound

Other buildings include:

- Scale house and scale
- 8' x 19' waste oil collection building

The salt shed and sand storage area is located on an adjoining 2.4 acres. The 40' wide x 60' deep (2,400 sf) enclosed metal salt shed was built in 2010 on a concrete slab. A 20' wide x 60' deep (1,200 sf) enclosed shed roof addition was built in 2012 for equipment storage.

II. SCOPE OF SERVICES AND SCHEDULE

A. Scope of Work

1. Examine current conditions of the site, including a assessment of the grounds and buildings, and review of available information about the site and building.
2. Meet with Public Works Department personnel to determine functional and operational needs, constraints, goals, and objectives.
3. Prepare a perimeter survey of the southeastern boundaries of the site associated with the buildings and work flow of the site.
4. Develop one or more conceptual plans showing how the physical, storage, and operational needs could best be met. This is expected to include an addition to the existing building that would result in a facility that provides sufficient space for equipment and vehicle storage, work space, and employee facilities that meets building and public safety codes. Factors that should be considered, include but are not limited to, the following:
 - the physical ability of the site to accommodate the proposed use;
 - vehicular access and site circulation;
 - infrastructure, such as power, water supply, wastewater disposal;
 - energy efficiency and conservation;
 - costs and off-setting benefits; and
 - visual and auditory impacts on adjoining properties.
5. Review conceptual plan(s) with the Selectboard, staff, and/or subcommittee.
6. Develop a preliminary site plan and detailed cost estimates of the preferred plan.
7. Prepare final report and recommendations for next steps.
8. Presentation to Selectboard.

B. Schedule

Below is an outline of general benchmarks:

- Mid-January 2020: Proposals due.
- February: Selectboard considers selection of contractor and authorizes contract.
- Mid-February 2020: Kick-off meeting.
- February - May: Perimeter survey, site analysis, conceptual plans.
- June 2020: Preliminary plan, final report; present recommendation to Selectboard.

C. Final Products

The final products should be the preliminary plan, cost estimates, and a report summarizing

the findings and recommendations. The products should be delivered in paper (double-sided) as well as in one or more digital forms that will allow for electronic distribution and posting on the Bristol Web site.

III. REQUIRED ELEMENTS OF PROPOSAL

Technical Proposal. The proposal should, at a minimum, include the following information:

- A short statement of interest and demonstration of the Consultant's understanding of the scope and objectives of the project.
- Detailed scope of services and methodology, including specific activities and tasks to be performed, individual(s) to be involved, and an estimate of hours associated with each.
- Proposed timetable for project tasks, including estimated hours associated with each.
- Qualifications of the individual(s) who will be involved in the project, including relevant past experience.
- Summaries of three or more relevant projects, including the names and telephone numbers of references.

The proposal should be printed on double-sided paper to the extent possible and bound in such a way to allow for recycling.

Cost of Services. In a separate sealed envelope from the technical proposal, please provide information about the costs associated with the proposed schedule of tasks, including anticipated costs of delivery, phone, travel, photocopies, etc. Include the hourly rates of involved personnel in the event that further services beyond, or adjustments to, the final project scope of work is desired.

The Town may elect to interview any respondents or none. The technical proposal will be reviewed first. The cost proposal will be opened after review of the technical proposal is complete. The recommendation for award of the contract will be based upon the following considerations:

1. Responsiveness to the Request for Proposals;
2. Qualifications of the consultant or team;
3. The proposed schedule for completion.
4. The content of the cost proposal, including the approach taken to develop the overall estimate of both costs and person-hours; and

5. In accordance with the Bristol Procurement Policy.

Additional Requirements. The selected Contractor will be required to provide a certificate of general liability insurance. The policy shall be on an occurrence form and limits shall not be less than: \$1,000,000 Per Occurrence, \$1,000,000 General Aggregate, \$1,000,000 Products/Completed Operations Aggregate, and \$50,000 Fire/ Legal/Liability. The Contractor shall also name the Town of Bristol and its officers and employees as additional insureds for liability arising out of this contract.

Evidence of workers' compensation coverage insurance will also be required, unless the Contractor is exempt.

IV. ADDITIONAL INFORMATION

All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is at the sole expense and responsibility of the firm submitting the proposal. The Town reserves the right to reject any and all proposals received, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel this RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obligates the Town to award a contract. All submittals will receive consideration without regard to race, gender, color, religion, creed, age, or national origin.

The Town also reserves the right to negotiate with the selected Contractor for additional services, such as permitting assistance, development of construction documents, and construction administration.

Proposals may be provided in either paper or electronic form. If by paper, please provide at least one reproducible and recyclable copy of the technical proposal and cost proposal. The cost proposal should be submitted in a separate envelope or electronic file from the technical proposal. Please clearly indicate the following information on the outside of each envelope or e-mail subject line and body:

- name and address of Consultant
- envelope or e-mail contents (e.g., Technical or Cost Proposal)
- project name: Bristol Public Works Department Building, Site, and Needs Analysis

Submit Proposals to:

Bristol Town Administrator
One South Street
P.O. Box 249
Bristol, VT 05443

and/or

townadmin@bristolvt.org

Proposal must be received by Wednesday, January 8, 2020, 4:00pm.

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.