REQUEST FOR PROPOSALS – Ditch Installation
Belvidere, Vermont

Project Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24, 2020</td>
<td>Proposals solicited</td>
</tr>
<tr>
<td>September 4, 2020</td>
<td>Deadline for submission of proposals</td>
</tr>
<tr>
<td>September 9, 2020</td>
<td>Contractor Selection Date</td>
</tr>
<tr>
<td>September 14, 2020</td>
<td>Approximate Construction Start Date</td>
</tr>
<tr>
<td>October 15, 2020</td>
<td>Construction Completion Deadline</td>
</tr>
</tbody>
</table>

Proposals must be clearly identified. Proposals may be mailed, or emailed to: Robert Moore, Transportation Planner, at: PO Box 1637, Morrisville, VT 05661, or rob@lcpcvt.org. Proposals shall include one (1) electronic OR printed copy of the proposal. Submissions must be received by the deadline of September 4, 2020 at 4pm. Late proposals will not be considered. DBE businesses are encouraged to submit proposals. All questions and communications regarding this RFP should be directed to Robert Moore of the Lamoille County Planning Commission, at (802) 851-6347 or rob@lcpcvt.org.

Project Description: The Town of Belvidere is seeking a qualified contractor to installing stone and grass ditches, stone armored turnouts, stone armoring some culvert inlets/outlets, and resurfacing portions of road damaged during the “Halloween 2019 storm”. This project is located at various locations on Back Road and Boarding House Hill Road in Belvidere, VT. In addition to installing ditches and stone armoring, proposals shall include trucking waste soil to the Town gravel pit and grading of the road surface; see Attachment A for details. All work will occur in and be accessed from the Town road rights-of-way.

Scope of Work and Overview of Required Tasks:

1) Installation of grass and stone ditches. Generally, the hired contractor will be responsible for:
   a) Providing all necessary equipment and personnel for the required work
   b) Providing and maintaining for the duration of construction work, appropriate traffic control signs on Town roads
   c) Shaping and stabilizing the ditches with grass or stone; installing stone armor at culverts and turnouts; hauling the waste soil to the town gravel pit and depositing it in the designated location in a tidy manner
   d) delivering, installing, and grading road surface material from the town pit on portions of road disturbed by ditch installation and/or damaged by the Halloween 2019 storm

2) Attend Post-Construction Inspection and Complete Final Work. Prior to submitting final invoice for payment, the contractor will meet with the TOWN and LCPC to approve completion of this project and create a “punch list” as needed to be completed before payment.

3) This project must be completed by October 15, 2020. The contractor is encouraged to complete the project before October 1, in consideration of the coming winter and erosion control practices. Work will be supervised by the LCPC and the Town of Belvidere. Final invoices should be submitted by November 15, 2020.

Proposal Requirements:

- not-to-exceed lump sum total cost - the lump sum amount should be supported by estimated materials, labor, and equipment costs necessary to complete the scope of work
- unit cost rates for equipment, labor, and materials proposed for this project
- proposed schedule to complete the project by the deadline of October 15
- short description of qualifications for this type of project
- One (1) electronic OR printed copy of the proposal. Submissions must be received by the deadline of September 4, 2020 at 4pm. Late proposals will not be considered. All proposals become the property of LCPC and the Town upon receipt. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the contractor. LCPC and the Town retain the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of LCPC and the Town. This solicitation in no way obligates the LCPC and the Town to award a contract.

Proposal Evaluation: Proposals will be evaluated by a Selection Committee based on qualifications and cost. LCPC and the Town reserve the right to seek clarification of any proposal submitted and select the contractor deemed most qualified to provide the required services, not necessarily the lowest cost proposal.

Contracting Provisions:
A. This will be a lump sum reimbursement contract for the actual costs of eligible services, expenses, and materials. Change orders for additional unforeseen costs shall be signed by a Town representative prior to action or they will not be paid. Payment will be made at the conclusion and acceptance of the work.

B. All contractors and sub-contractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement.

C. All contractors must provide proof of adequate insurance coverage, including at a minimum:
   - **Workers Compensation**: With respect to all operations performed, the contractor shall carry workers’ compensation insurance in accordance with the laws of the State of Vermont.
   - **General Liability and Property Damage**: With respect to all operations performed under the contract, the contractor shall carry general liability insurance having all major divisions of coverage including, but not limited to: Premises – Operations, Products and Completed Operations, Personal Injury Liability, Contractual Liability
   - The policy shall be on an occurrence form and limits shall not be less than:
     - $1,000,000 - Each Occurrence
     - $2,000,000 - General Aggregate
     - $1,000,000 - Products/Completed Operations Aggregate
   - **Automotive Liability**: The contractor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: $1,000,000 combined single limit.
   - The contractor shall name the members, officers and employees of the Town of Belvidere, Lamoille County Planning Commission, and the State of Vermont as additional insureds for liability arising out of this Agreement.

D. It is hereby stated that it is the policy of the State of Vermont that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting. The contractor must affirm being an equal opportunity employer. The Lamoille County Planning Commission and Town of Belvidere are Equal Opportunity Employers.
General Project Requirements:

- Attend pre-construction project kick-off site visit with LCPC and Town representatives
- Attend project final inspection site visit and complete any identified “punch list” work prior to submitting final request for payment. If a punch list is developed, a second final inspection site visit will be required before a final invoice is accepted by the Town
- Furnish and install, as needed, the appropriate erosion control best practices in accordance with the Vermont Department of Environmental Conservation’s “Low Risk Site Handbook for Erosion Prevention and Sediment Control”, including seed and mulch on disturbed soil in the project area upon project completion
- Excavate and haul waste soil from shaping ditches to the designated location at the Town Pit and deposit in a tidy manner
- Furnish and install stone and grass ditches, stone armored turnouts, stone armor at some culvert inlets/outlets, and resurfacing portions of road
- Load, deliver, and install crushed gravel from the Town Pit to resurface the road at a depth of 3 inches, graded to match existing surface elevation
- Back Road may be closed during construction but is not required - contractor to supply proper MUTCD sign package for closed road as needed with at least 7 days advance notice in order for the Town to notify local residents
- Boarding House Hill Road may NOT be closed during construction – accommodations for maintaining one open lane of travel during construction must be considered
- The proposal price shall include mobilization and demobilization, travel, fuel, layout, excavation and trucking of waste soil as needed, installation of grass or stone in the ditches, grading of the finished road surface in the project area, miscellaneous work and clean up (as needed). All applicable workplace safety regulations and best practices shall be followed.
- Proposal price will not include ledge removal, paving or guardrail. Change orders for additional unforeseen costs shall be signed by a Town representative prior to action or they will not be paid
- No bonds required
- Permits and easements are the responsibility of the Town
- All work will be within the Town right of way
- Waste soil dump location at Town Pit: 44.740996, -72.736497
Boarding House Hill - Site 1: 44.749734, -72.696627
-Shape ditch including removal, as needed, of waste soil up to 1ft x 6ft x 150ft
- Furnish and install in ditch: 12inch minus angular (riprap, ledge, or similar) stone 1ft x 6ft x 150ft
- Load and deliver from town pit, install, and grade road surface 1.25inch crushed stone 3in x 16ft x 150ft

Boarding House Hill - Site 2: 44.751109, -72.694813
-Shape 2 ditches including removal, as needed, of waste soil up to 1ft x 8ft x 270ft each ditch
- Furnish and install in 2 ditches: 12inch minus angular (riprap, ledge, or similar) stone 1ft x 8ft x 270ft each ditch, including up to 3 stone armored turnouts on southeast side of road
- Load and deliver from town pit, install, and grade road surface 1.25inch crushed stone 3in x 16ft x 270ft
**Back Road - Site 1: 44.749685, -72.697098**
- Shape ditch including removal, as needed, of waste soil up to 1ft x 6ft x 135ft
- Furnish and install in ditch: 12inch minus angular (riprap, ledge, or similar) stone 1ft x 6ft x 135ft
- Load and deliver from town pit, install, and grade road surface 1.25inch crushed stone 3in x 24ft x 135ft

**Back Road - Site 2: 44.747471, -72.711040**
- Shape ditch including removal, as needed, of waste soil up to 1ft x 8ft x 150ft
- Furnish and install in ditch: 12inch minus angular (riprap, ledge, or similar) stone 1ft x 8ft x 150ft
- Load and deliver from town pit, install, and grade road surface 1.25inch crushed stone 3in x 18ft x 150ft
Back Road - Site 3: 44.746766, -72.718674
-Shape ditch including removal, as needed, of waste soil up to 1ft x 8ft x 150ft
-Furnish and install in ditch: grass seed and hay mulch or straw erosion mat or hydroseed 1ft x 8ft x 150ft
-Load and deliver from town pit, install, and grade road surface 1.25inch crushed stone 3in x 22ft x 150ft

Back Road - Site 4: 44.746245, -72.723808
-Shape ditch including removal, as needed, of waste soil up to 1ft x 6ft x 270ft
-Furnish and install in ditch: grass seed and hay mulch or straw erosion mat or hydroseed 1ft x 6ft x 135ft; AND 12inch minus angular (riprap, ledge, or similar) stone 1ft x 6ft x 135ft
-Load and deliver from town pit, install, and grade road surface 1.25inch crushed stone 3in x 22ft x 270ft