

**Request For Proposals
For Trail Construction
Issued by the Town of Charlotte
May 13, 2014**

A. Introduction

The Town of Charlotte is requesting proposals from trail construction contractors to build a portion of a town trail called the “Co-housing Trail”, located within an easement on common land of the Champlain Valley Co-housing community. The Co-housing Trail will be part of the Town Link Trail, which will be a multi-use trail connecting Mount Philo State Park with the Charlotte Town Beach. The Co-housing Trail is approximately one mile long and runs between Greenbush Road and Route 7.

B. Description of the Trail to be Constructed

The project involves constructing approximately 3,321 linear feet of trail, which is the southerly end of the Co-housing Trail. This portion of the trail runs from (at the northerly end) the wooden footbridge that marks the southerly end of the gravel trail that was constructed in 2012 to (at the southerly end) the westerly edge of the Route 7 right-of-way adjacent to the planned Route 7 underpass (planned construction in 2016).

C. Trail Funding and Project Contingencies

Funding for trail construction is partly from a grant from the Vermont Recreation Trails Program, partly from the Town of Charlotte, and partly from private donations. The Town has been notified by the Vermont Recreation Trails Program that the Town has been approved to receive a \$20,000 grant for construction of the trail, but the Town has not yet received a fully executed grant agreement. No work shall be prior to the Town’s receipt of the fully executed agreement. If the Town does not receive a fully executed grant agreement, the Town may not contract for this project.

D. Trail Specification

The trail is within a grass field, and the route of the trail has been mowed for several years.

General Specifications: The trail is to be constructed to have a eight foot wide finished surface. Construction of most of the trail will involve removing the organic soil down to mineral soils (or removing a maximum of 8 inches if the organic soil is greater than 8 inches thick), installing filter fabric, adding a base of 1 inch+/- gravel with fines, then adding 3 inches of crushed stone, and creating a crown in the center with 1%-1.5% slope to the edges, which should match the existing grade. Wet areas will be built up from the existing grade with 2-3 inch +/- cobbles, and then topped with 4 inches of crushed stone, with filter fabric above and below the cobbles. The finished surface will have a maximum of 1%-1.5% cross slope. The running slope will match that of the existing surface except where the trail crosses wetland areas. Crushed stone is to be blue stone, and will comply with the attached typical crushed stone sieve analysis. **Please see the construction design and typical cross sections by Broadreach Planning and Design for more specifics regarding design.**

Contractors are welcome to suggest other specifications for the trail if they believe such specifications would result in a better trail.

E. Project completion

The project is to be completed by September 30, 2014.

F. Leadership of Volunteer Work-Crew

The contractor will be expected to lead a crew of untrained adult and youth volunteers for two or three days during the course of the project. It is expected that the contractor will work with the volunteers to identify suitable tasks, and provide training, oversight and, if necessary, assistance on the completion of those tasks. Some flexibility with regard to process and scheduling may be necessary, however, the contractor will still be responsible for project completion. If desired by the contractor, some additional volunteer labor may be available beyond the required two or three days. This can be discussed after hiring.

G. Response Format

Proposals should consist of the following:

- A brief description of the firm and a list of individuals and any subcontractors that will be involved in this project and their qualifications.
- A description of the approach to be taken with the project, including concurrence with proposed construction specifications or suggestions for alternate specifications.
- A description of how the contractor proposes to work with volunteers.
- A scope of work that includes steps to be taken, and a proposed schedule indicating the dates for commencing and completing each step in the scope of work.
- A cost proposal broken down by labor, equipment and materials.
- Demonstration of success with similar projects, including work with volunteers; please provide brief project descriptions and names and contact information (phone or e-mail addresses) of references.

Prior to starting work, the selected contractor will be required to provide a Certificate of Insurance naming the Town of Charlotte as an additional insured with liability coverage of no less than \$1,000,000, and appropriate workers compensation insurance coverage.

H. Pre-Proposal Site Visit

A pre-proposal site visit can be conducted upon request. Please contact Dean Bloch via contact information below to schedule the site visit.

I. Selection Criteria

The Town will consider the following criteria when reviewing proposals:

1. Qualifications and experience of the firm and the personnel to be assigned to this project with the type of trail construction involved with this project (25 points)
2. Experience working with and providing training to and oversight of volunteers (including

- youth) (25 points)
3. Cost to construct the designated section of trail (25 points)
 4. The ability of the contractor to complete the project by September 30th (20points)
 5. Clarity and thoroughness of the proposal (5 points)

The Town may interview contractors prior to final selection.

The Town of Charlotte reserves the right to reject any or all proposals for any reason, to negotiate with any qualified contractor, or to cancel in part or in its entirety this RFP. This solicitation in no way obligates the Town of Charlotte to award a contract. The Town may contract to construct only a portion of the designated trail section.

J. Proposal Submissions

Consultants may submit proposals either by paper copy or by e-mail (in pdf) to:

Dean Bloch, Town Administrator
PO Box 119
159 Ferry Road
Charlotte, VT 05445
Telephone: (802) 425-3071 ext. 5
Email: dean@townofcharlotte.com

To be considered, proposals must be received by the Town by **4:00 PM on Friday, May 30, 2014.**

K. Contract

The selected contractor will be expected to sign a document attesting that he/she agrees to perform all work in accordance with both the contractor's proposal and with this Request for Proposals unless otherwise agreed to by the Town.