

**TOWN OF CHARLOTTE  
REQUEST FOR PROPOSALS  
CIVIL ENGINEERING SERVICES  
FOR CONSULTING**

**Issued: July 25, 2014**

**Project Description**

The Town of Charlotte, Vermont seeks proposals from qualified professional civil engineering firms to provide selected engineering services and assistance under a term contract on a regularly scheduled basis.

**Submittal:**

The proposals must be submitted to the Town of Charlotte by 12:00 PM on Friday, August 8, 2014. Email submittals to [jeannine@townofcharlotte.com](mailto:jeannine@townofcharlotte.com) are acceptable.

The proposals shall be directed to the attention of Jeannine McCrumb, Town Planner / Zoning Administrator, Town of Charlotte, PO Box 119, 159 Ferry Rd., Charlotte, VT 05445.

Each firm that wishes to submit a proposal in response to this request must submit two (2) bound original copies signed by the official authorized to bind the firm to its provisions and one (1) electronic copy.

The following schedule is anticipated:

- |   |                                   |
|---|-----------------------------------|
| 1. Deadline for Proposals                           | 12:00PM Friday, August 8, 2014    |
| 2. Interviews with candidates (if necessary)        | Week of August 11, 2014           |
| 3. Award of contract following Selectboard Approval | On or before August 25, 2014      |
| 4. Contract term                                    | September 1, 2014 – June 30, 2015 |

**Scope of Services:**

The selected consultant will be expected to provide a full range of engineering services to support the Town of Charlotte. The services are meant to assist in the review of applications for site plan review, subdivision, conditional use review and other land use development projects.

The range of services needed may include, but not necessarily be limited to, the following:

1. Road design
2. Drainage and storm water management design, with particular attention to low impact development alternatives
3. Grading and erosion control plans
4. Geotechnical investigation and slope stability analysis
5. Construction administration and observation
6. Traffic Studies and Evaluations
7. Local zoning, subdivision and related land use regulations

## **Proposal Information**

The proposals must contain information sufficient to assist Charlotte in its evaluation of the firm's abilities according to criteria listed below and such information as the firm may feel is relevant to fully demonstrate its capabilities.

1. Identity, qualifications and experience of key personnel, team members, and subconsultants (identified as such); especially those individuals who will perform and supervise the work requested by Charlotte.
2. The performance of the firm in similar situations and projects that may be anticipated by Charlotte.
3. Demonstration of capacity to complete town tasks/projects in a timely manner.
4. Provide outline of the ability to provide Charlotte with digital files throughout a project; this includes but is not limited to: Adobe Acrobat Portable Document Format (PDF), ArcView / ArcMap (Shape files), Microsoft Word (DOC), Excel (XLS), etc. All hard copy deliverables upon the completion of any given project must also be able to be transmitted to Charlotte digitally.
5. Statement indicating ability to provide for insurance requirements as listed below.
6. Statement of Agreement that the firm will not perform any services to developers, businesses, or residents of the Town, for project(s) within the Town which is subject to review by the Town which would result in a conflict of interest.
7. Engineering Fees:
  - a. Hourly Schedule: Firms will provide a fee schedule in table format by job title – job grade.
  - b. Miscellaneous Expenses: Provide Ala Carte Price list for expenses not included in hourly rate.

## **Insurance Requirements**

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with liability coverage of no less than \$1,000,000 per occurrence and \$1,000,000 per aggregate, naming the Town of Charlotte as an additional insured. The Certificate must also include Workers Compensation Insurance, unless the selected bidder has no employees, in which case a Non-Employee Work Agreement and a Liability Hold-Harmless Agreement will need to be signed.

## **Town contact**

Questions may be directed to Jeannine McCrumb at 425-3533 ext. 206 or [jeannine@townofcharlotte.com](mailto:jeannine@townofcharlotte.com).

The town reserves the right to select any bid for any reason, and to reject any or all bids.