

TOWN OF CHARLOTTE
Request For Bids
For Trail Construction
Adjacent to State Park Road
Approved: July 6, 2020

A. Introduction

The Town of Charlotte is requesting proposals from trail construction contractors to build a portion of a town trail called the "State Park Road Section," located within easements and rights of way along State Park Road. The State Park Road Section will be part of the Town Link Trail, which will be a non-motorized multi-use trail connecting East Charlotte to the Charlotte Town Beach. The State Park Road Section is approximately one-half mile long and runs along the north side of State Park Road from Mt. Philo Road to the Melissa & Trevor Mack Section of the Town Link Trail.

B. Description of the Trail to be Constructed

The project involves constructing approximately 2,640 linear feet of trail, which runs in an east-west direction along the north side of State Park Road.

C. Trail Funding and Project Contingencies

Funding for trail construction is from the Town of Charlotte's Trails Reserve Fund, which includes town monies and private donations.

D. Trail Description

From Mount Philo Road, heading in a westerly direction, the 8 foot wide trail is within the town highway right-of-way for about one third of the one-half mile distance. The trail then goes into a wooded area (using an existing easement) and then back to the town highway right-of-way to cross Kimball Brook, where it narrows to 4-6 feet wide and is directly next to the shoulder of the westbound lane of State Park Road. The trail then continues as an 8 foot wide trail, heads away from State Park Road (within an easement), and then crosses Vineyard View Drive. On the westerly side of Vineyard View Drive, the trail is within a 5 foot easement and the town highway right-of-way across one property before coming entirely back into the town right-of-way, until it connects to the Melissa & Trevor Mack section of the Town Link Trail. **Please see the alignment plans, Figures 11, 12, 13, and 14, and typical cross sections by Broadreach Planning and Design and Lamoureux & Dickinson for more specifics regarding design and layout.**

E. Trail Specifications: The trail is to be constructed to have an 8 foot wide finished surface, except across Kimball Brook where the trail will narrow to approximately 4-6 feet. 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 deeper than 8 inches); installing road fabric; adding a 4 inch base of 1.5 inch minus crushed stone; compacting the base stone with a plate compactor or appropriately sized roller; then adding 4 inches of ¾ inch minus quarried, crushed stone with fines but no organic silt, and creating a crown in the center with 1%-1.5% slope to the edges, which should match the existing adjacent grades, except where trail is described as "Sloped Cross Section" in the attached Figures.

Existing drainage ditches to be crossed already have culverts installed. Trees have been taken down and removed within the alignment of the trail, but the stumps remain. Some of the stumps will need to be removed as part of trail construction. No additional trees shall be removed without

the written approval of the Charlotte Selectboard and the Charlotte Tree Warden. Special care shall be taken to keep roots undisturbed when constructing the trail close to trees that remain. The tree trail cross section provides general guidelines for constructing the trail near trees to remain.

All of the $\frac{3}{4}$ inch minus crushed stone (i.e. the top 4" layer) is to be obtained from a single source. Crushed stone will need to meet the state highway compaction standard. No limestone or non-crushed stone shall be used.

Where the trail narrows to 4-6 feet across Kimball Brook, bidder/contractor will install a railing/fence on the northerly side of the trail for approximately 300 feet. On the southerly side of the trail, a guard-rail approximately 279 feet in length is to be installed by Lafayette Highway Specialties prior to trail construction. (VTrans Standard G-1 is in the bid packet). Bidder/contractor will install a wooden railing/fence just inside the guard-rail. See additional details regarding the wood railings/fences below.

Where the guard-rail will be installed, the trail is to be constructed approximately two feet from the edge of the roadway pavement.

Erosion control measures are to be installed by bidder/contractor prior to construction on the downgrade side of the limits of construction for the trail. The limits of construction within the wetland area and wetland buffer will be 1 foot beyond the edge of the trail.

F. Railing/Fence Specifications

The wooden railing/fence is to have the following specifications:

- Railings/fences should be similar to the photos included in the bid packet
- Posts are to be 4" x 6" pressure treated
- Railings are to 2" x 6" pressure treated
- Posts are to be placed at mid-points between the posts for the guardrail
- Posts are to be installed below the frost line, and tops of posts are to be 42" above grade; posts may need to be longer than 8', depending on topography
- 80 pounds of dry cement will be added to holes around posts
- The top of the top railing is to be at 42" above grade
- The bottom railings are to be no lower than the bottom of the guard rail
- The seam between boards on the middle railing are to be on alternating posts from the seam between boards on the top and bottom railings
- Lag bolts are to be recessed

G. Access to Trail; Traffic Control

Access for construction of the trail is along State Park Road. Contractor will be responsible for all traffic control. One lane of State Park Road will be kept open at all times. One flagger will be stationed at any road obstruction (e.g. equipment or materials) where visibility is limited. Work must be confined to the town right-of-way except where easements exist. Any equipment to be used on town highways must have rubber tires or rubber tracks. Contractor will be held strictly responsible for any damage to roadway asphalt, adjacent properties and areas outside of the town right-of-way or easements. Contractor is responsible for contacting Dig Safe.

H. Disposal of Excavated Material and Stumps

Excavated material may be disposed of at a property on Vineyard View Drive in close proximity to the trail, or a similar location. Stumps may be disposed of at the Town's stump dump at the north end of Plouffe Lane in coordination with and approval by the Town Road Commissioner.

I. Project Schedule

Work on the project can start by August 1 (after the contract has been signed and a certificate of insurance provided), and the project is to be completed by October 31, 2020. The planned duration of construction will be a consideration for contractor selection. Also, see "Payment Penalty for Extended Construction Period" below.

J. 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, and proposed source of materials;
- A compaction report for proposed stone;
- 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, materials, and railing (materials);
- A brief description of previous similar projects; please include the names and contact information (phone or e-mail addresses) of contacts for listed projects.

K. Insurance

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 commercial general liability coverage of no less than \$1,000,000 per occurrence, automobile liability coverage of no less than \$500,000 per occurrence, and statutory workers compensation insurance coverage.

L. Selection Criteria

The Town will consider the following criteria when reviewing proposals:

- Price
- Bidder's schedule for completion and ability to perform within the specified time limit(s)
- Bidder's experience and reputation, including past performance for the Town
- Quality of the materials and services specified in the bid
- The match between the specifications requested and the specifications proposed in the bid
- Bidder's assurance that they will correct any found deficiency of their work within one year
- Proof of appropriate level of COVID training

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 RFB. 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.

M. Payment Schedule

Contractor will be paid as follows: one third after contract is fully signed (upon submission of invoice); one third at mid-point of construction based on the number of linear feet constructed (upon submission of invoice); and one third upon completion of construction and written acceptance by the Town (upon submission of invoice), subject to any penalty for extended construction period (see next section).

N. Payment Penalty for Extended Construction Period

The total payment due to the contractor will be reduced by \$100 per day for every day that the project extends past the number of days indicated in contractor's accepted proposal, unless the delay is the responsibility of the Town. "Days worked to complete project" includes any remedial work required by the Town's final inspection.

O. Submissions and Deadline

Bids must be submitted in a sealed envelope mailed or hand delivered to:

Dean Bloch, Town Administrator
P.O. Box 119
159 Ferry Road
Charlotte, VT 05445

Proposals must be received at the Town Office by Wednesday, July 22, 2020 at 4:00 p.m.
Proposals will be opened on July 22nd at 4:01 pm at the Town Office.

Questions can be sent to the Town Administrator by email at dean@townofcharlotte.com or by telephone: (802) 425-3071 ext. 5

P. Contract

The selected contractor will be expected to sign a contract attesting that they agree to perform all work in accordance with both the contractor's proposal and with this Request for Bids unless otherwise agreed to by the Town.