

REQUEST FOR PROPOSALS
Town of Waitsfield, Vermont
GRAVEL PIT SITE DESIGN & PERMITTING
October 30, 2007

I. Project Description and Background

The Town of Waitsfield purchased a 77-acre parcel of land (#99037.000) in Waitsfield with the intent to use a portion of it (approximately 10 acres) for municipal gravel supply. Though undocumented, the site is known to have been used for gravel many years ago. It is located in the Agricultural-Residential Zoning District. A survey was completed of the site by Gregory DuBois, L.S., May 2006. Soil tests were conducted by Phelps Engineering in 2002 and the results were summarized in a November 8, 2002 letter. An unnamed tributary of the Mad River runs through the property.

II. Scope of Work

1. Site Analysis. A detailed site analysis is to be conducted of the areas to be disturbed related to the gravel extraction operations as well as of potential impacts to adjoining properties, natural resources, and traffic.
2. Site Plan. A site plan or plans and supporting documentation are to be developed of the areas slated for disturbance that clearly provides for access, extraction, on-site circulation, signage, and other pertinent details as will be required to meet local and state permit requirements. Consideration is to be given to site restoration as gravel extraction is exhausted over time.
3. Public Meetings. One or more meetings with the Selectboard will be expected to present a preliminary site plan for their feedback and/or acceptance. One or more meetings will also be required before the Waitsfield Development Review Board related to III.4., below.
4. Permits. The Consultant will be primarily responsible for obtaining all necessary permits on behalf of the Town, including but not limited to Act 250 (might be exempt), stormwater, zoning, highway access, and other approvals as necessary.

III. Required Elements of Proposal

Technical Proposal. Six (6) copies of the proposal should be submitted which, at a minimum, includes the following information:

- A short statement of interest and demonstration of the Proposer'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. (The Town recognizes that winter is not the ideal time to begin a site analysis.)
- Description of the 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 six separate, sealed documents 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. A contract, if awarded, will be based upon hourly rates and an agreed final scope of work.

IV. Additional Information

The proposals are expected to be reviewed by a committee consisting of the Town Administrator, Road Foreman, Road Commissioner, and at least one Selectboard member. The six copies of the proposal will be shared among these individuals and the 5-member Selectboard.

As part of the selection process, the reviewing committee and/or Selectboard may elect to interview any candidates or none. The technical proposals will be reviewed first and then ranked. The cost proposal be opened and reviewed after review of the technical proposals is complete. The decision for award of the contract will be based upon the following considerations:

1. Responsiveness to the Request for Proposals.
2. Qualifications and experience of the prospective 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.

Proposers will be responsible for making themselves familiar with the project location and general information available at the Town Clerk's Office.

The Town of Waitsfield, through its Selectboard, reserves the right to reject any or all proposals and to award the contract as determined to be in the best interests of the Town. The Selectboard is expected to award a contract at its December 10, 2007 meeting. The Town of Waitsfield is an equal opportunity employer. All proposals become the property of the Town of Waitsfield upon submission.

For more information, contact Valerie Capels, Waitsfield Town Administrator, at (802) 496-2218 or townadmin@madriver.com.

The deadline for responses to this RFP is 4:30 p.m., **Friday, November 23, 2007**. Responses should be clearly labeled "Gravel Pit" and be delivered to:

Valerie Capels, Town Administrator
Waitsfield Town Office
9 Bridge Street
Waitsfield, Vermont 05673