

Town of Plainfield  
PO Box 217  
149 Main Street  
Plainfield, VT. 05667

Request for Proposals for  
Design for Brook Road Replacement Bridge  
in Plainfield Village

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Contact: Alice Merrill, Plainfield Grant Administrator  
Date of Issue: March 11, 2019  
Deadline: Noon, March 29, 2019

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**I. Objective**

The Town of Plainfield seeks a qualified engineering firm to provide a bridge type study and detailed design for a replacement bridge for Brook Road Bridge #21 which spans the Great Brook and is located in the village of Plainfield on Brook Road between the intersections of Creamery Street and Mill Street.

**II. Funding Source and Administration**

This project is funded by a Flood Mitigation Assistance grant from FEMA. It is estimated that the FEMA grant funds will cover the all the expense to design a replacement bridge, which will account for 75% of the entire project cost. The Town will be responsible for the remaining 25% of the project cost. The amount available for Consultant expense is capped at \$92,617.50.

The project will be administered by the Town. Consultant will be required to submit quarterly reports on the progress of the project and to notify the Town of events that may have a significant impact on the project.

**III. Scope of Work**

1. Develop detailed design plans for replacement bridge, including best alternative.
2. Conduct topographic field study.
3. Obtain four soil borings drilled at bridge site, including road embankment and abutment location.

4. Interpret borings and make recommendations.
5. Delineate high water line and bordering wetlands.
6. Develop benefit cost analysis to support construction phase.

The design will meet ASCE-24 flood resistant design and construction standards, have a span equal to 100% of bankfull channel width (approximately 36 feet), and account for a flood bench and .5 feet road elevation at bridge.

The design will be based on the concept design for Alternative #4 as described in the Milone & MacBroom, *Great Brook Bridge Alternative Analysis, 2016*. Please note that in the analysis, Bridge #21 is referred to as Bridge 2.

In addition, it should be noted that Plainfield has completed a scoping study to expand the sidewalk network in the lower village. The recommended alternative from this study (accepted by the Town) includes a pedestrian sidewalk on the north side of the replacement bridge. Therefore, one of the alternatives developed in the replacement bridge design plans should include a sidewalk on the north side of the bridge.

Activities to advance the design:

1. Conduct a topographic field study to locate property boundaries and ROW, topography of the embankment, utilities and private property and conducting a topographical field survey to create topography at the bridge-survey to be performed by a VT Licensed Surveyor.
2. Contract with a boring contractor to obtain four borings drilled at the bridge site: two in each proposed abutment/footing location and two in the road embankment on each side of the bridge.
3. Retain a geotechnical engineer to interpret the borings to make design criteria and constructability recommendations.
4. Delineate the ordinary highwater mark line and bordering vegetated wetlands at the project site for use in the future mitigation application to identify project impacts.
5. Develop a Benefit Cost Analysis using FEMA-approved methodology for use in the mitigation application for the construction phase of the project. BCA will include future maintenance costs.

Contractors will be responsible for the completion of all activities as defined in their respective contracts and associated contract scope of work will be incorporated into each contract applicable to the project activities being performed.

Project timeline:

1. Topographic study estimated at 44 hrs over 5-15 days; work to include record search and deed analysis
2. Borings estimated at 1.5 days over period of one week; assumes engineering contractor will stake out the boring sites and contact Dig Safe

3. Geotechnical engineer estimated at 1 week; information will be used to make recommendations on the design criteria and constructability
4. Highwater and vegetation- start spring 2019, estimated at 1 week; outcome will identify impacts of proposed project
5. Bridge type study and design; begin in summer 2019, complete in 3 months
6. Benefit Cost analysis of the bridge design, 3 months

No further archeological review is recommended for this project as historic and recent flooding and channel amoring along Great Brook has substantially disturbed the project Area of Potential Effects (Reference: Archeological Resource Assessment, Hartgen Archeological Associates, 2016).

The project timeline assumes that borings may take place without further approval or determination by Division of Historic Preservation. If additional assessment is necessary, that work will take precedence and activities and timeline will be adjusted as necessary.

#### **IV. Resources**

The following resources can be accessed at the Town's website: <https://www.plainfieldvt.us>

- Project location maps
- *Great Brook Bridge Alternative Analysis*; Milone & MacBroom, 2016.
- *Plainfield Lower Village Bicycle & Pedestrian Improvements*; Dufresne, 2017.
- *Updated Flood History, Great Brook Watershed, Plainfield, VT*; George Springston, 2015.
- Plainfield Hazard Mitigation Committee Documents and Resources

The following studies can be accessed at the Central Vermont Regional Planning Commission website: <http://centralvtplanning.org/programs/watershed>

- *Great Brook Watershed River Corridor Plan, Plainfield & Groton, VT*; Bear Creek Environmental, 2014
- *Landslide Hazard Analysis of the Great Brook Watershed, Plainfield, VT*; George Springston & Ethan Thomas, 2014

#### **V. Contract Period**

The estimated time frame for the project is eight months, starting in Spring 2019.

The Town will select Consultant in April, 2019.

Work should be completed by December, 2019.

#### **VI. Response Format**

Responses to this RFP should consist of the following:

- A. A technical proposal consisting of:
  - 1. A cover letter expressing the firm's interest in working with the Town, including identification of the principal individuals that will provide the requested services.
  - 2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
  - 3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
  - 4. A summary of estimated labor hours by task, clearly indicating individuals working on the project.
  - 5. A proposed schedule that indicates project milestones and overall time for completion.
  - 6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
  - 7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
  - 8. A representative work sample similar to the type of work being requested.

Please note that Items 1-5 should be limited to a total of 15 pages. Resumes, professional qualifications, and samples are not included in this total.

- B. A separate cost proposal consisting of:
  - 1. a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

## **VII. Submissions**

Consultants interested in this project should submit five (5) copies of their proposal to:

Town of Plainfield  
PO Box 217  
149 Main Street  
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Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

- 1. Name and address of prime consultant
- 2. Due date and time

3. Envelope contents (technical or cost proposal)
4. Project name (Replacement Bridge for Brook Road Bridge #21)

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding methods is recommended.

The Town also requires a digital copy of the proposal be submitted in a PDF format to Linda Wells, Plainfield Town Clerk, at: [plainfieldtc@gmail.com](mailto:plainfieldtc@gmail.com)

All proposals must be received by the Town of Plainfield no later than noon on Friday, March 29, 2019. Proposals or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted. Please note that the Town Clerk's office is closed to the public on Tuesdays and Thursdays.

The Town of Plainfield encourages responses from disadvantaged, women-owned, and minority-owned businesses and small local firms. Selected candidates should be prepared to execute a contract that contains pass-through provisions regarding Federal programs and assurance related to this grant-funded work, including policies regarding conflicts of interest, equal opportunity, non-discrimination retention of and access to records, and audit requirements, when applicable.

Upon submission, all proposals become the property of the Town. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town reserves the right to reject any or 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 the Town. This solicitation in no ways obligates the Town to award a contract.

Questions about the project should be directed to Alice Merrill, Grant Administrator, at:  
e-mail: [alicejanemerrill@gmail.com](mailto:alicejanemerrill@gmail.com)  
Telephone: 802-454-8404