

**REQUEST FOR PROPOSALS**  
**Interpretive Facility Architectural Design**  
**Smugglers' Notch Scenic Highway**

**PROJECT SCHEDULE:**

April 17, 2012	Proposals solicited
April 27, 2012	Deadline for submission of questions
<b>May 1, 2012</b>	Response to questions posted to LCPC's website (www.lcpcvt.org)
<b>May 7, 2012 at 4:30pm</b>	<b>Proposal deadline</b>
May 14, 2012	Award notification
May 18, 2012	Contract execution
November 31, 2012	Project completion

*Please direct questions related to this RFP to Seth Jensen, LCPC Senior Planner at (802) 888-4548 or via email at [seth@lcpcvt.org](mailto:seth@lcpcvt.org).*

**I. INTRODUCTION**

The Lamoille County Planning Commission (LCPC) seeks the services of a qualified professional firm or team for architectural design of structures/facilities for information and interpretative signs to be constructed in the Smugglers' Notch Scenic Highway.

**Background**

The VT 108 corridor through Smugglers' Notch was designated a State Scenic Highway in 1980. The Smugglers' Notch Scenic Highway travels approximately 3.7 miles (1.1 miles in Stowe/2.6 miles in Cambridge) between the Spruce Peak entrance to Stowe Mountain Resort and the Madonna Base area of Smugglers' Notch Resort. Most of the Scenic Corridor lies within the Mount Mansfield State Forest, with two of Vermont's prominent ski areas located at either end. Recreational opportunities, including the Long Trail and use of the road for skiing and snowmobiling in the winter and rock and ice climbing on the boulders and cliffs, draw hundreds of thousands of visitors to the Notch and surroundings each year.

In 1995, a Corridor Management Plan was created to identify feasible and cost-effective steps to protect and enhance the environment of the Corridor while also providing for the transportation and economic needs of the surrounding communities. Seven core partners (The Partners) have overseen implementation of the Corridor Management Plan. These Partners include:

- Vermont Department of Forests, Parks, and Recreation
- Vermont Agency of Transportation;
- Stowe Mountain Resort;
- Smuggler's Notch Resort;
- University of Vermont;
- Green Mountain Club; and
- Lamoille County Planning Commission.

## **Project Summary**

The goal of the project is to develop architectural design plans for structures/facilities that will create a consistent visual identity at key points throughout the Smugglers' Notch Scenic Highway. A Map depicting the location of the proposed facilities is attached.

## **Project Funding**

Funding for this project is provided in part by the Federal Highway Administration through a Federal Scenic Byways Grant. No more than \$5,000 is available for the Scope of Work described in this RFP.

## **II. SCOPE OF WORK**

LCPC will retain the services of a qualified consulting team to develop typical construction plans and designs of structures/facilities for information and interpretative signs for Smugglers' Notch Scenic Byways. All materials and documents, whether preliminary or final, provided in the Scope of Work shall become the property of LCPC.

All facilities designed under this RFP shall be of a size and scale that is compatible with the surrounding landscape of the Smugglers' Notch Scenic Highway and existing structures and kiosks in the Smugglers' Notch Scenic Highway and State Park. The materials used shall complement the natural environment of the area, be durable and able to withstand the harsh, four season environment of the Smugglers' Notch Area, and if feasible, incorporate local or Vermont grown/made products.

### **Facilities to be designed under this RFP include:**

- A. Stone Base for Existing State Park Signs:** The consultant will prepare typical designs for stone bases to be constructed under the existing State Park signs. The bases should be of a size and scale that complements the existing signs.
- B. Kiosks:** The Consultant will prepare a typical design for kiosks to be located at specified locations along the Smugglers' Notch Scenic Highway. Kiosks will be located at the following locations: Notch Proper, Picnic Area, Campground, and Bingham Falls. The same kiosk design will be used for each location. The design will include the following elements:
  - a. The Kiosks will be designed to hold three  $\frac{3}{4}$  inch high-pressure interpretive panels, Including one 48"H x 60"W center panel and two 24"W x 48"H wing panels.
  - b. The Kiosk should have a similar physical appearance to the existing gateway kiosk structures and Information Booth already in existence in the Notch (see attached photos).
  - c. The Kiosk should be designed so that sign panels are easily visible by users of various abilities and meet applicable ADA requirements.
- C. Gateway Sign and Sign Base:** The Consultant shall design signs and sign bases to mark the northern and southern gateways of the Smugglers' Notch Scenic Highway. The Gateway Signs will notify motorists and other users that they are entering the Scenic Highway and provide a visual cue to be aware of other uses and features of the area.

## **Project Tasks**

The consultant shall prepare preliminary and final designs and cost estimates of the facilities listed above using the process listed below.

- A. Project Initiation Meeting:** The Consultant will attend an initial meeting with the Smugglers' Notch Partners and up to 3 additional meetings to present draft and final deliverables. At least one site visit of facility locations shall be required.
- B. Preliminary Design:** The Consultant will develop preliminary designs for each of the facilities listed above. The consultant will present the preliminary designs to LCPC and the Smugglers' Notch Partners. The Preliminary Design's will be modified as needed. Upon approval of LCPC, the consultant will begin Final Design.
- C. Final Design:** The Consultant will develop a final design for each of the facilities listed above. The final design will include construction specs to be "construction ready." The Consultant will identify any permits that will be required for construction of facilities. LCPC will be responsible for the completion of the Categorical Exclusion document and any other permits.
- D. Cost Estimates:** The consultant will develop permitting and construction cost estimates.
- E. Final Report:** The Consultant shall provide 5 paper copies of the Final Design and Cost Estimates. The Consultant shall also submit 2 copies of the electronic version of the Final Design and Cost Estimates in a format approved by LCPC. Sign fabrication and installation will be bid separately

## **Client Reporting**

The Consultant will provide monthly project memoranda, updating the progress of the Project, preferably via e-mail. Format of periodic reporting will be confirmed at the Project Initiation Meeting. Since the proposed work is funded through government grants, the selected contractor shall be expected to comply with all federal OMB and state business and auditing procedures.

## **Term of Contract**

Proposals for a 6-month agreement are being sought. Upon selection of the Consultant, LCPC and Consultant will enter into an agreement for a period of up to 6-months unless otherwise amended by LCPC. All costs will remain fixed for the term of the contract period. The contract shall include a 30-day termination clause.

### **III. PROPOSAL SUBMITTAL REQUIREMENTS**

Proposal must address all the points outlined herein as required, in the following order:

- A. Cover Letter:** A cover letter expressing the firm's interest in working with the LCPC including an identification of the principal individuals that will provide the requested services.
  
- B. Technical Proposal:** no more than ten (10) additional pages addressing the following items:
  - a) A description of the general approach to be taken toward completion of the project, as outlined in the RFP.
  - b) A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task, a summary of estimated labor hours by task, and an estimated timeline for each task, including meetings..
  - c) 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.
  - d) The names of any outside consultants and/or subcontractors, including location of offices and the specific individuals to be utilized on this project team. Include a brief description of their role on the project, an organizational chart, and the resume of project team members;
  - e) a list of at least three, but not more than six, references (including contact information), preferable from past projects of a similar nature. Preference will be given towards projects completed within the past five years.
  
- C. Cost Proposal:** A cost proposal consisting of a composite schedule by Step and 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.

### **IV. PROPOSAL EVALUATION CRITERIA**

Proposals will be considered exactly as submitted. Proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be evaluated. Proposals will be evaluated based on the following criteria:

- A.** Quality of proposal and written presentation (i.e. clarity, creativity, thoroughness in addressing the scope of work, etc.). (25 Points)
  
- B.** Overall cost and total hours available, including availability and accessibility. (25 points)
  
- C.** Qualifications of the consultant(s) and the personnel to be assigned to this project. (i.e. previous experience, other similar projects, special expertise, etc.). (25 Points)
  
- D.** Understanding of the area and project. (25 Points)

## V. SELECTION PROCESS

### **Submission Details**

One (1) hard copy of the technical proposal and the accompanying cost proposal in sealed separate envelopes should be submitted by the proposal deadline indicated in the project schedule to the Lamoille County Planning Commission. An identical electronic copy of the technical and cost proposal shall also be submitted in PDF or MSWord (2003-2007 Compatible) format:

Lamoille County Planning Commission  
Attn: Seth Jensen, Senior Planner  
P.O. Box 1637  
Morrisville, VT 05661  
[seth@lcpcvt.org](mailto:seth@lcpcvt.org)

Clearly indicate the following on the outside of each of the two sealed envelopes containing the technical and cost proposals:

Name and address of prime consultant  
Envelope contents (i.e. technical or cost proposal)  
**“Request for Proposal: Smugglers’ Notch Scenic Highway Interpretive Facility  
Architectural Design**

**Proposals must be delivered on or before 4:30 PM Eastern Standard Time (EST), May 1, 2012.** Proposals received after the above time and date will not be considered. No facsimile-machine produced proposals will be accepted.

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

### **Review and Presentation**

LCPC will review the proposal submittals. Depending on the number of proposals received, LCPC may elect to interview all of the responding Consultants or develop a preferred list to be interviewed by LCPC and participating Smugglers’ Notch Partners. Responding Consultants selected for an interview will be required to make a formal presentation of their qualifications and their approach to the work. LCPC reserves the right to select a contractor without conducting interviews.

### **Award of Contract**

LCPC will award the contract in the manner which will obtain the highest quality of service at the most competitive price. Proposals will be evaluated using the criteria in **Section IV**.

### **Contract Negotiation**

The selected Consultant will be responsible for developing and submitting a detailed Project Scope and Time Schedule to be included in the contract documents. This scope and schedule shall be consistent with the requirements of this RFP and is subject to approval by LCPC.

The information and proposed budget for the Consultant selected for contract award will form the basis for negotiation of a contract. The Lamoille Planning Commission reserves the right to issue a contract without further negotiation using the information contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

Award of any bid may be made without discussion with Proposers after responses are received. LCPC reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform services specified in their response.

### **Contracting Provisions**

This will be a "firm fixed-price" contract to cover the performance of all-eligible services, expenses, and materials. The amount and timing of payments will be determined during contract negotiations. Requests for payments shall be made directly to the LCPC, and payments made shall be ninety percent (90%) of the amount requested. The ten percent (10%) retainage will be paid upon successful project completion and acceptance of the final report by the LCPC.

All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon the State of Vermont and the LCPC, respectively, as recipients of federal funds are thereby passed along to the consultant and any subconsultants, and those rights reserved by the U.S. Department of Transportation, Federal Highway Administration are likewise reserved by the State of Vermont and the LCPC. For further detail refer to the contract provisions posted under "Request for Proposals" on LCPC's website at [www.lcpcvt.org](http://www.lcpcvt.org).

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101. The telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the SOQ if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website: ([www.aot.state.vt.us/conadmin/relateddocs.htm](http://www.aot.state.vt.us/conadmin/relateddocs.htm)).

All consultants and any subconsultants must comply with all pertinent federal, state and local laws, must carry adequate insurance coverage (not less than \$100,000-per occurrence, \$1,000,000 - General Aggregate Applying, in total, \$1,000,000 - Products/Completed Operations Aggregate and \$50,000 - Fire Legal Liability), and must affirm being an equal opportunity employer with an affirmative action plan. It is further stated that it is the policy of the State of Vermont that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting. The VTrans has set a goal of achieving at least ten percent (10%) participation by DBE firms in the dollar value of contracts awarded. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

**The Lamoille County Planning Commission**  
is an Equal Opportunity Employer.