

**BELLOWS FALLS HISTORICAL SOCIETY, INC.**

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**Request for Qualifications  
Design and Build Services for Nature Observation Platforms  
Bellows Falls Historic Riverfront Park and Trail System Brownfield Reuse Project**

**Contacts:** Stephen Diglio P.E., Project Engineer, KAS Inc., [stephend@kas-consulting.com](mailto:stephend@kas-consulting.com)  
[802-383-0486](tel:802-383-0486)

**Project Schedule**

Tuesday, March 26, 2013 – Proposal distributed  
Tuesday, April 2, 2013 at 2:00 p.m. – Deadline for submission of questions in writing (email to [stephend@kas-consulting.com](mailto:stephend@kas-consulting.com))  
Tuesday, April 2, 2013 – Response to questions distributed  
**Tuesday, April 9, 2013 at 5:00 p.m. – Qualifications Due**  
Friday, April 12, 2013 – Contract Award  
April 26, 2013 – Conceptual Design Due  
Summer/Fall 2013 – Intended timeframe for Construction

**Background**

The Bellows Falls Historical Society (BFHS) is seeking bids from qualified contractors for design and build services for two nature observation platforms to be located on the southern end of Cold Spring Pond, which is on the west side of Mill Street, in the Village of Bellows Falls, in the Town of Rockingham, Vermont (see attached Project Location Map). In 2012, the Society received an EPA Brownfields Cleanup Grant from the Environmental Protection Agency (EPA) to continue work on the Bellows Falls Historic Riverfront Park and Trail System Brownfields Reuse Project on the west side of Mill Street. The proposed nature observation platforms are part of a larger redevelopment effort to convert a property contaminated by former industrial use into a viable Historic Riverfront Park and Trail System. There will be no pre-bid meeting for this bid; however, contractors are encouraged to walk the project area on their own. For walking the site, normal clothing and shoe wear will provide sufficient protection. Question regarding this Request for Qualifications (RFQ) shall be directed to Mr. Diglio.

This project is subject to Federal Funding requirements “Minority Business Enterprise,” “Women’s Business Enterprise,” and “Federal Wage Rate- Davis-Bacon Act”. Qualified disadvantaged (DBE), minority (MBE) and women-owned (WBE) businesses are encouraged to submit proposals, and contractors are required to document whether their firm is a DBE or WBE.

**Project Description**

This RFQ seeks design and build services from qualified contractors for two proposed nature observation platforms/decks, which will be located on the south end of Cold Spring Pond on the western site. There will be a larger lower platform with approximate dimensions of 16’x16’ and a smaller upper platform with approximate dimensions of 6’x6’.

The lower platform will be accessed by a gravel path from Mill Street, and will require ADA compliance. The lower platform will be approximately 16' x 16', have black coated metal railings with vertical slats with openings that shall not allow passage of a 4" sphere, meet commercial load requirements, and have two benches. The intent is for a small portion of this platform to be cantilevered over Cold Spring Pond. Enclosed, please find an artist sketch illustrating the schematic design for the lower platform.

A smaller nature observation platform, approximately 6' x 6', will also be located on the southern end of Cold Springs Pond. Access to this platform will be provided off an existing dirt access road utilized by the Town, and will not be ADA accessible. This small platform will be constructed over a slope (2H:1V) off the side of the access road. Access behind the platform shall not be obstructed by the platform. This platform shall also have black coated metal railings with vertical slats with openings that shall not allow passage of a 4" sphere, and meet commercial load requirements.

Attached to this RFQ, please find Sheet C-6, which illustrates the conceptual plan view design for the nature observation platforms. In addition, please find artist sketches that further illustrate the design concept for the lower platform and photographs of the project area.

### **Base Project**

Generally, the scope of work to be performed by the contractor includes: Task 1: Conceptual and final design of nature observation platforms; Task 2: the fabrication of nature observation platforms, and Task 3: the installation or supervised installation of the fabricated platforms. Please note that the conceptual design will need to be completed within approximately two weeks of contract award for the project to remain on schedule for construction in 2013.

More specifically, the scope of work entails:

#### ***Task 1: Conceptual and Final Design***

- a) Proposed conceptual design of the nature observation platforms showing overall dimensions, cross sections, and type of materials to be incorporated into them. The contractor shall provide a conceptual design for the proposed nature observation platforms that generally follows the envisioned design per the artist sketches. The recommended project approach and submittals for the conceptual design are as follows:
  - The contractor shall develop design details and cross sections for two nature observation platforms with approximate dimensions of 16' x 16' and a 6'x6'. The owner seeks a design that will provide long term use and does not require considerable maintenance.
  - The 16'x16' nature observation platform shall be steel truss construction. The 6'x6' observation platform can be steel truss or treated wood. The contractor shall provide a rationale for material selection for the 6'x6' platform based on specifications, costs and long term benefits.
  - The decking material for the platforms shall be a material that is non-slip, durable and requires low maintenance.
  - Both platforms shall have railings that are galvanized steel with black coating. The railings shall have vertical slats and supports with openings that shall not allow passage of a 4" sphere.
  - The 16'x16' platform shall have two benches (generally per the sketch drawing), and be ADA accessible. If possible, the bench material shall match the decking material.

- The platform designs shall meet all pertinent commercial load requirements for outdoor pedestrian use.
  - Specifications for the materials to be incorporated into the proposed designs, including applicable ASTM and other industry standards.
  - Statement of routine and preventive maintenance requirements for all components of the platform/deck system.
  - Statement of quality assurance, including but not limited to; workmanship, components, and materials warranties, and performance warranty.
- b) Design Review Meeting: A meeting will be conducted to review the conceptual design submitted. The contractor shall be prepared to answer questions regarding the platform design and possible alternatives.
- c) Per the comments received from the Design Review Meeting, the contractor shall revise the conceptual design into a final design for submittal to the Town of Rockingham. The contractor will need to coordinate the platform design plans with the owner's engineer to ensure consistency with the greater park design plans. The platform plans will be submitted with the greater park design plan set for the proposed west side park improvements to the Town of Rockingham for approval of a zoning permit. The receipt of a zoning permit represents a critical path for construction in summer/fall 2013. Consequently, it will be a high priority to submit the plans to the Town within approximately three weeks of contract award.
- d) A wetlands delineation for the project site will be conducted by a separately selected consultant prior to contract award. The results of the wetlands delineation and possible impacts to the platform design will be shared with the contractor selected under this RFQ prior to the contract award. If a wetlands permit is determined necessary for this project, the project engineer will handle this work.

**Task 2: Fabrication**

- a) The contractor shall fabricate the nature observation platforms per the approved design plans. The contractor shall wait until the owner provides written approval before proceeding with fabrication.

**Task 3: Installation or Supervised Installation of Platforms**

- a) Due to the contaminated soils onsite, 40 hour HAZWOPER training and a Health and Safety Plan are required for any contractor that disturbs onsite soils. If the contractor selected under this RFQ has the required training and expertise, they will be responsible for the complete installation of the platform assemblies.
- b) If the contractor selected under this RFQ does not have the required 40 hour HAZWOPER training, they will not be able to disturb onsite soils. Under this scenario, the contractor selected for this RFQ will be responsible for supervising the installation of the platforms by a separately selected contractor with the proper training. It is assumed that the referenced separately selected contractor will be the general site contractor selected by the owner for the construction of the greater park project. It may be only necessary for the contractor selected under this RFQ to supervise the installation work that disturbs soils only (i.e. installations of pilings), and then complete the remaining platform assembly installation above grade themselves. Consequently, it is not necessary for the contractor selected under this RFQ to have training and/or expertise working with contaminated soils.

## **Submission Requirements**

Contractors are to submit five (5) copies of their statement of qualifications including the following information as part of your statement:

- A cover letter expressing the contractor's interest in working with the Bellows Falls Historical Society, including an identification of the principle individuals who will be involved with the project.
- Submit details regarding your firm's size, its history and relevant projects that have been worked on within the past 5 years.
- Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
- Signed Certificates of Non-Collusion and Tax Compliance, and Declaration of MBE/WBE participation (see Attachments A, B and C).

The statement of qualifications shall be submitted to the following:

### ***Mail or Delivery:***

Stewart W. Read, Treasurer  
Bellows Falls Historical Society, Inc.  
1 Hapgood Street  
Bellows Falls, VT 05101-1507

BFHS 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 RFQ as in the best interest of the Bellows Falls Historical Society, Inc. This solicitation in no way obligates the Bellows Falls Historical Society, Inc. to award a contract.

All questions pertaining to the RFQ should be submitted to Mr. Stephen Diglio by phone or email no later than April 2, 2013. Contractors wishing to receive responses to questions should indicate so in writing. We will make our best effort to respond to all questions by the end of the day of April 2, 2013.

Upon submission, all qualification statements become the property of BFHS. The expense of preparing, submitting, and presenting qualification statements is the sole responsibility of the contractor. BFHS retains the right to reject any and all statements received, to negotiate with any qualified source, or to cancel in part or in its entirety this request as in the best interest of the Bellows Falls Historical Society, Inc. This solicitation in no way obligates the Bellows Falls Historical Society, Inc. to award a contract.

## **Qualifications Process**

The BFHS selection committee will review proposals submittal and select contractors with an interview process if necessary.

### ***Proposal Evaluation***

Evaluation of the proposals will consider, but may not be limited to, the following:

- 1) Qualifications and experience of staff expected to work on the contract;
- 2) Adequate resources and staffing to do the work, including availability of pertinent technical disciplines;
- 3) Knowledge of project requirements;
- 4) Written presentation, including ability of the average citizen to understand information

- conveyed in the qualifications proposal;  
5) Prior project experience and references; and

### **Contract Provisions**

#### ***Contract Completion***

Performance under the scope of work must be completed by October 30, 2013, unless extended in writing.

#### ***Payment***

The contractor selected for the RFQ will enter into a contract with the BFHS an amount that is mutually agreed upon. The EPA Brownfields Grant is a reimbursement program. The contractor will submit invoices to the BFHS on a periodic basis (usually monthly) for costs incurred on this project. The BFHS shall pay the contractor after review and approval of invoices. Notwithstanding the above, in no case will the contractor be paid for any costs that will not be reimbursed by the EPA.

As noted, the BFHS is working under a cooperative agreement with the EPA for services and products related to the EPA's Brownfields Program. The BFHS therefore will not be considered liable or obligated to the selected contractor for all phases of this project in the event that the agreement between the BFHS and the EPA is terminated for any reason.

#### ***Ownership of Material***

All rights, titles to and ownership of the data, material, and documentation resulting from this project and/or prepared for the BFHS pursuant to this contract shall remain with the BFHS, property owners, the State of Vermont, and the U.S. Environmental Protection Agency.

#### ***Compliance with State and Federal Laws***

All contractors, and any sub-contractors, 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. The Contractor, in designing the work plan, must take into account compliance with all application regulations in CFR 40, part 31. *Contractors are advised to review all relevant federal regulations before submitting a qualifications proposal.* Those requirements imposed upon the State of Vermont and the BFHS, respectively, as recipients of federal funds are thereby passed along to the contractor and any subcontractor, and those rights reserved by the EPA are likewise reserved by the State of Vermont and the BFHS. All contractors and any subcontractors must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Contractor(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act. The EPA has a MBE/WBE "fair share" goal/objective of 1 % MBE and 1% WBE for the Brownfields Program. Contractors awarded contracts under this RFQ agree to ensure, to the fullest extent possible, that at least the applicable "fair share" objects of federal funds for prime contract or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities. Contractors are required to include the applicable "fair share" objectives in bid documents and to require all prime contractors do the same for subcontracts. 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 Bellows Falls Historical Society is an Equal Opportunity Employer.***