

Springfield Commons Park Stormwater Project – CA0890

Request for Proposals Design Engineering Services Town of Springfield, Vermont

Date Issued: January 15, 2026

Date Due: Feb 16, 2026, 5:00pm

Contact person: Kellen Appleton, Regional Planner, 304-840-3444, kappleton@marcvt.org.

All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the Date Due above.

I. INTRODUCTION

The Town of **Springfield** is requesting proposals for engineering services for a project to construct **a subsurface stormwater infiltration system on Summer Hill Street** (see project description in scope of work) funded in part by the Federal Highway Administration and the Town of **Springfield**, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS).

The project is managed locally by **Kellen Appleton**, Municipal Project Manager. The owner of the project is the Town and the ultimate authority for the design engineering consultant during the project rests with the Town of **Springfield** Selectboard, through its Municipal Project Manager.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by the VTrans Project Supervisor / Manager Jon Lemieux, Municipal Assistance Section, by phone at (802)-498-7074 or by email at Jon.Lemieux@vermont.gov

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website <https://vtrans.vermont.gov/highway/local-projects>).
- MAS Project Development Process flow chart (found on the VTrans MAS website).
- Specifications for Contractor Services (found on the VTrans MAS website).

II. SCOPE OF WORK

The Town of **Springfield** has entered into an agreement with the Vermont Agency of Transportation to develop a project to **install a subsurface infiltration chamber system to retrofit and manage drainage for an existing catch basin and pipe system on Summer Hill Street in Springfield, Vermont**. This project is funded in part by the Federal Highway Administration and the Vermont Agency of Transportation. Accordingly, all aspects of project

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development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations.

In general, the scope of this project will follow the project development process used by the VTrans Municipal Assistance Section as follows:

- Project kick-off and development of conceptual plans.
- Submission of documentation and plans for NEPA process.
- Development of preliminary plans.
- Develop Right of Way (ROW) plans, if necessary, and assist with ROW documents.
- Develop contract plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process.
- Assistance during construction.

Consultants should note that general guidance, templates and other relevant design information can be accessed on the MAS SharePoint site found at:

<https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/MAB-LP.aspx>

The development of Conceptual Plans through Contract Plans, Specifications and Estimates will consist of the following Scope of Work phases and tasks:

Phase A- PROJECT DEFINITION

Task 1: Project Kick-off

The consultant will convene a project kick-off meeting to discuss the goals and objectives of the municipality and define the project development process. The VTrans project Supervisor / Manager will be a participant in this meeting and will provide an overview of the typical project development schedule for locally managed projects. The Consultant will discuss the project schedule and arrange to collect all information relevant to the project, including all existing project files, underground utility information, tax maps of the affected properties, etc. The consultant will coordinate and schedule this meeting and take notes to document the discussions and decisions made and to distribute to parties of interest.

Task 2: Topographic Survey and Base Mapping

2.1 Right-of-Way and Deed Information

The consultant is to develop a base map that shows the approximate limits of the existing Right-of-Way. The municipality will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the

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property lines and owners within the project limits for subsequent Right-of-Way use. This right of way and property information will be compiled and presented on the plans.

1.2 Utility Location

The consultant shall identify all existing overhead and underground utilities that may be affected by project construction and depict their location on project plans.

2.3 Ground Survey

The consultant will perform the topographic survey for this project in general accordance with VTrans survey guidelines and requirements. The survey will include enough information to design, permit, acquire Right-of-Way and construct the project.

Task 3: Conceptual Plans

The consultant will prepare Conceptual Plans and a conceptual construction cost estimate for the improvements. The Conceptual Plans will indicate the existing topography and other base information and illustrate the proposed work. The design will be in accordance with the AASHTO Guide for the Development of Bicycle Facilities, 2024 Vermont Standard Specifications for Construction, the current editions of the Vermont State Design Standards, the Public Rights of Way Accessibility Guidance issued by the US Access Board, and the most recent edition of the Manual on Uniform Traffic Control Devices. Identified rights-of-ways, utilities, natural and cultural resources, and other features affecting the design will be indicated on the plans. The basis for project pay items will be the 2024 VTrans Standard Specifications for Construction. Note that if the project falls primarily within the right of way of a state highway, the plans shall be developed using MicroStation software and shall generally follow the 2014 VTrans CADD Standards and Procedure - <http://vtranscaddhelp.vermont.gov/> .

The Conceptual Plans are anticipated to consist of:

- Title Page
- Layout Sheets showing existing and proposed features
- Preliminary profiles
- Approximate right of way lines and construction limits (consultant shall provide supporting information addressing how right of way limits were determined)
- Typical Sections for the proposed improvements
- Cross Sections

Together, these drawings illustrate the information necessary to define the project and will include information such as:

- Roadway, sidewalk and/or path design (Cross Slope, material type, and Thickness)
- New or modified subsurface drainage
- Limits of Construction

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- Pavement Markings and signs
- Conceptual Traffic Control (at a minimum, plans shall reference VTrans standard drawings or Typical Applications from the MUTCD that illustrate how work zone traffic will be addressed)

The consultant will submit two full size copies of the Conceptual Plans and construction cost estimate to the municipality, along with one set of the plans and estimate for VTrans in .pdf format. VTrans distributes plans electronically for review and they must be in .pdf format for this purpose. The conceptual cost estimate must be prepared in a complete and concise tabular format and will be submitted in .pdf format. The consultant will develop the construction cost estimate utilizing individual items and unit prices consistent with the 2024 VTrans Standard Specifications for Construction, including any revisions, supplements or addenda.

The consultant will also submit a written assessment of the possible impacts of the project on existing vehicle, pedestrian and bicycle traffic. Based on the [VTrans Work Zone Safety and Mobility Policy and Guidance document](#):

- Determine project significance (Project Type - A, B, C or D).
- All Project Types require the design engineer to fill out and submit the Traffic Management Plan (TMP) checklist to the MAS Project Supervisor / Manager.
- Depending on significance, the selected firm must be prepared to develop Temporary Traffic Control (TTC) plans, Traffic Operations (TO) requirements and Public Information (PI) strategies.
- Submit TMP checklist and supporting documentation with Conceptual Plans.

If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be included in the project cost estimate.

Task 4: Resource Constraints and CE Documentation

The consultant is expected to identify natural and cultural resources on the project plans to support the municipality in satisfying the NEPA process which is expected to be at the level of Categorical Exclusion (CE).

4.1 Natural Resource Identification

The consultant will confirm the presence or absence of any known natural resources in the project vicinity and will identify these resources on plans of the project area. Please refer to the MAS Share point site at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/Environmental.aspx> for a detailed outline of the requirements for Natural Resource Identification.

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4.2 Historical/Archaeological

The consultant will determine any historical or archaeological impacts and VTrans staff will provide concurrence as part of completing the CE. Please refer to MAS Share point site at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/Environmental.aspx> for a detailed outline of the requirements for Historical/Archaeological identification.

4.3 Other Permitting and Investigations

The Consultant will determine the need for other environmental permits and will assist the municipality in acquiring all necessary federal, state, and local environmental permits necessary to complete the project. The municipality is generally responsible for any permit fees, although these are waived for some permits.

4.4 Preparation of the Categorical Exclusion Document

Because federal funding is involved with this project, the National Environmental Policy Act (NEPA) process and requirements must be followed. To meet the requirements of this act, a Categorical Exclusion (CE) Document must be completed. The consultant will prepare the VTrans environmental analysis sheet and supporting documentation will be submitted to VTrans for review and concurrence. VTrans will complete the process with the FHWA.

Phase B- PROJECT DESIGN

Task 5: Preliminary Plans

Once the NEPA process has concluded, the consultant will develop preliminary plans for the project. The preliminary plans will include all the information from the conceptual plans and will add further detail, including any stormwater drainage and required erosion prevention and sediment control measures. The preliminary plans will contain:

- Title Sheet
- Typical Section
- Base Plan with a project centerline and existing ROW information
- Profiles
- Cross Sections
- Driveway treatments
- Drainage details
- Erosion Prevention measures and details
- Signs and pavement markings
- Lighting
- Traffic control plans for motor vehicles, bicycles (if accommodated separately from motor vehicles) and pedestrians including any details not covered by VTrans standard

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drawings or MUTCD Typical Applications. Submit revised/ updated TMP checklist and supporting documentation with Preliminary Plans.

In addition to the preliminary plans, the consultant will develop a revised Engineer's Estimate.

A submittal to VTrans is expected at this stage for VTrans review. The plans, estimate and draft TMP (if applicable) will be submitted to VTrans in a .pdf format. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans.

Task 6: Right-of-Way Plans and Acquisition Process

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by the Consultant. They will determine if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project. If the project is in a state highway ROW, it will require a VTrans State Highway Access and Work Permit, and the consultant will work with the town to obtain this permit from VTrans.

6.1 Right of Way Plans

Existing ROW, and all areas of additional ROW, whether temporary or permanent, will be clearly indicated on ROW plans prepared by the Consultant in accordance with standard survey practices. Draft ROW plans and draft easements will be submitted to VTrans for review and approval prior to negotiating with property owners. Easement language must be consistent with guidance provided by the VTrans ROW section.

Easements are typically developed by municipal attorneys, but their content must match information shown on the ROW plans. ROW plans must include all the elements of preliminary plans with the addition of the following:

- Right-of-Way detail sheet
- Property Acquisition Table

If Right-of-Way acquisition is simple and/or does not involve many parcels, it is acceptable to include Right-of-Way information on the project plan sheets.

6.2 Right of Way Coordination

The municipality will be responsible for appraisals, negotiations and completing the acquisitions. The Consultant will provide assistance and work closely with the municipality throughout the ROW phase, including any Necessity and Condemnation procedures. ROW acquisition must conform to Public Law 91-646 and 100-17, which together are referred to as the "Uniform Act."

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Task 7: Final Design/Bidding

The consultant will prepare the final construction design of the project. Final Design will include final plans, an updated construction cost estimate, and draft special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2024) which will serve as the basis for the construction of the project. Final plans will be submitted to VTrans for review and comments. All comments and changes resulting from the review will be addressed by the consultant in the following set of plans. The contract plans will include all information necessary to put the project out to bid.

7.1 Final (85%) Plans

The Consultant will submit Final plans along with an updated listing of items and quantities, and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate all comments and conditions received from permitting agencies. Final utility relocations will be shown. ROW plans (if necessary) showing acquisition lines and any agreements made with property owners will be included. The Consultant will certify through the signature of an engineer registered in the state of Vermont to practice “structural or civil” engineering that these plans and subsequent 100% plans meet all applicable standards, codes and requirements for design and public safety (design certification.) The Consultant will also provide a “Utility & Railroad Clearance” that indicates that all necessary utility coordination has been completed. Submit revised/ updated TMP checklist and supporting documentation with Final Plans.

7.2 Special Provisions

The Consultant will develop project special provisions to cover items not contained in the VTrans 2024 Standard Specifications for Construction, and for items that vary from the standard specifications.

7.3 Final Estimate

The consultant will develop a final engineer’s estimate.

Task 8: Contract Plans, Construction Bidding and Award

The consultant will take all the necessary steps to provide the municipality with a complete package which can be put out to bid. The municipality is responsible for the bid advertising process.

8.1 Contract Plans

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The consultant will submit Contract (100%) Plans along with an updated list of items, quantities and an associated cost estimate for municipal and VTrans review and concurrence. These plans will incorporate any final changes since the review and acceptance of 85% Plans. These plans will be signed and stamped by the Consultant's licensed PE.

8.2 Construction Bid Package

Once the Contract Plans are approved, the Consultant will be responsible for assembling the Construction Bid Package. The complete Construction Bid Package will include all of the following items:

- Complete Contract (100%) plans.
- Construction cost estimate.
- Final utility relocations, clearances, and special provisions.
- Right-of-way clearances and special agreements.
- Construction special provisions.
- All necessary permits acquired, and conditions noted.
- Construction Contract specifications.
- Include Final TMP checklist and supporting documentation in the project bid documents.
- Bid Documents including instructions to bidders, bid form and all required federal documents (Note: VTrans has developed a bid document template that should be used as a starting point.)

8.3 Bid Process

The Consultant will be available during the bidding process to answer any technical questions about the project design. Once bids are opened, the consultant will confirm that all required components of the bid have been submitted. The consultant will conduct an analysis of the bids and will provide a recommendation to the municipality and VTrans on award of the contract after review of the bids. The bid analysis will generally follow FHWA's Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation dated October 7, 2021. This can be found at <https://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>. Additionally, please refer to the MAS – Recommended Bid Analysis Procedures in SharePoint for detailed instructions.

Task 9: Construction Services

The Consultant shall be prepared to hand off the responsibility for the TMP checklist and supporting documentation to the construction inspector at the pre-construction conference.

The Consultant will provide limited assistance during the construction phase, primarily to answer any design questions that come up. The consultant will also review for conformance any required

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material and drawing submittals. It is anticipated that three to six visits to the project site during construction will be required.

III. RESPONSE FORMAT

Responses to this RFP shall consist of a **separate** Technical Proposal and Cost Proposal.

A. A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town of **Springfield** 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 list of individuals that will be committed to this project and their professional qualifications including the names and qualifications of any sub-consultants. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the MPM prior to utilization or invoicing.
5. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
6. A proposed schedule that indicates project milestones and overall time for completion. Federal Aid projects often take at least 4 years from Grant award to construction completion. See the MAS Project Development Process flow chart at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/MAB%20Documents%20Library/MAB%20Process%20Flowchart.pdf> for additional information.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

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

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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.

IV. CONSULTANT SELECTION

The Selection Committee is made up of *Kellen Appleton, MARC MPM; Chris Yurek, MARC, VTRans; and Scott Pickup, Town of Springfield.* The Selection Committee will make a recommendation to the MAS Project Supervisor / Manager and the Town Selectboard to award a contract.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding the Scope of Work	5	5	25
Knowledge of Project Area	2	5	10
Qualifications/Experience of Proposed Staff	3	5	15
Availability of Technical Disciplines	2	5	10
Past Performance on Similar Projects	5	5	25
Reasonableness of Proposed Schedule and Labor Hour Estimates	3	5	15
TOTAL			100

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. The **Town of Springfield** reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented. Should the awarded consultant propose any substitutions to the project personnel in the future, they must submit a letter to VTrans for review in consultation with the Municipality, requesting approval of such a change.

The committee will select the consultant on or about **March 9, 2026** to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer

will be mailed to all parties who submitted a proposal.

V. SUBMISSION

Consultants interested in this project should submit their proposal to the contact name and address indicated.

Submit as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted.

All proposals, upon submission, become the property of the Town of **Springfield**. The cost of preparing, submitting and presenting is the sole expense of the firm. The Town of **Springfield** reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, or cancel this RFP in part or in its entirety, if it is in the best interest of the Town. This Request for Proposals in no way obligates the Town of **Springfield** to award a contract.

VI. CONTRACTING

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, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>

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's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of **Springfield** Selectboard, **96 Main Street Springfield, Vermont**. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

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Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located on the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.