

**LAKE CHAMPLAIN BYWAY COUNCIL
REQUEST FOR PROPOSALS
DESIGN OF SHELTER FOR PORTABLE TOILETS.**

Deadline: 4:00 p.m., October 29, 2008

Background

The Lake Champlain Byway Council is working to design, construct and install two attractive, small shelters to house portable toilet units in Grand Isle County, Vermont by spring 2009.

The Scope of Work consists of the following items:

At this time, the Council anticipates a design incorporating the following elements:

- space for two, ADA-compliant portable toilet units with good access for installation, servicing and removal;
- exterior wall area for display of travel information;
- some form of overhead shelter for bicyclists in the event of inclement weather;
- the toilet units and other features of the shelter need to be ADA-compliant;
- constructed of materials sufficient to last at least 15 years with only occasional maintenance;
- designed to maximize the use of natural light as the shelter will not have electrical power;
- and as a public building, the design must be consistent with the 2005 Vermont Fire and Building Safety Code.

The shelter must also be designed consistent with the attached document issued by the State of Vermont entitled "*Guidance Related to the Wastewater System and Potable Water Supply Rules, Effective September 29, 2007, Guidance Document 2008-05.*"

The selected Consultant shall:

A. at the start of the contract, anticipated to be between November 6 and November 15, participate in a two-hour scoping meeting with Lake Champlain Byway Council members and other relevant parties to insure tasks are understood and identification of any needs/limitations/etc. can be identified prior to implementation.

B. within 15 business days of the start of the contract, submit rough sketch plans and exterior views of at least three different versions of the proposed shelter to the LCBC and participate at a two hour review meeting with LCBC representatives to obtain comment and direction with regards to development of a final design.

C. within the following 15 business days after the review meeting, provide to LCBC a proposed final shelter design with detailed, final versions, at a minimum, of the following documents:

1. Floor Plan
2. Exterior Elevations
3. Cross Section.
4. A detailed listing of all necessary materials and fasteners necessary for construction.

(1) Items A – C must be completed within 30 business days of the start of the contract.

(2) All work products associated with this project, whether preliminary or final and whether in paper or electronic format, shall be the property of the LCBC and if protected by copyright, trademark or license shall be done so only to the benefit of the LCBC.

(3) 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.

Proposal Submission Requirements

All submissions become the property of the LCBC upon submission. In order to be considered responsive to this request for price quotations, a submission must conform to the following:

1. By 4 p.m., October 29, 2008, submit hard copy documents in a single, sealed envelope containing the following:

- a) a one to two page document with detailed bid amounts for items A, B, and C.
- b) a one-page document showing hourly charge-out rates for all staff for any further work occurring after the completion of items A-C such as additional minor revisions, consultations/meetings with local or state authorities, review of construction bids, and other ad hoc services to enable the Council to successfully implement permitting and construction of two shelters by the spring of 2009;
- c) A one to two page document summarizing the relevant experience of the firm's personnel who would work on the project; and
- d) No more than five photos of any small, completed structures designed by the firm.

2. All materials shall be submitted by the above deadline to:

LC BYWAY COUNCIL: PORTALET SHELTERS PROJECT
ATTENTION: Dan Senecal-Albrecht, Chair
Lake Champlain Byway Council
c/o Chittenden County Regional Planning Commission
30 Kimball Avenue, Suite 206 South Burlington, VT 05403

No phone calls or e-mails please. All information received in response to this Request that is marked Proprietary will be handled accordingly. Responses to the Request will not be returned. Responders are solely responsible for all expenses associated with responding to this Request.

Price Quotation Review Criteria and Award

1. The budget for the Design Services requested, Items A-C, is \$1,000 and \$5,000.
2. Contracts shall be awarded based upon a combination of factors as follows:
 - a. Total and sub-total bid prices for items A – C
 - b. Billing rates for additional work beyond items A-C
 - c. Relevant experience of the firm and its personnel
3. The LCBC anticipates notifying the apparent winning Consultant by November 6, 2008 and initiating the contract by November 14, 2008.

4. The LCBC reserves the right to seek clarification of any quotation submitted, waive any formality and any technicality, and/or select the quotation that, in its sole discretion, best promotes its individual needs and interests. The LCBC reserves the right to reject any and all quotations received as a result of this solicitation or cancel this solicitation if it is in the best interest of the LCBC. This solicitation of quotations in no way obligates the LCBC to award a contract or contracts.

Additional Project Requirements

The Consultant awarded this contract shall, upon notification of award, apply for registration with 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, 109 State St. Montpelier, VT 05609-1104. The fee is \$20.00. 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 subconsultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans DBE Policy Requirements as outlined in Section 203.07 of the Specifications for Consultant Services. These requirements outline the State's and the Consultant's responsibility with regard to the utilization of Disadvantaged Business Enterprises (DBE) for the work covered in the RFP. Copies of the VTrans current DBE Registry are available upon request from VTrans. It is expected that all Consultants will make good faith efforts to solicit DBE subconsultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the attached Standard Contract Provisions. Note that references in these provisions to "Municipality" should be considered as referring to the LCBC. The certificate of insurance coverage shall be documented on forms acceptable to the LCBC.