

**TOWN OF EAST MONTPELIER
REQUEST FOR BIDS and BID FORM
ENGINEERING AND DESIGN SERVICES
SANDERS CIRCLE CULVERT**

Issued: January 9, 2024

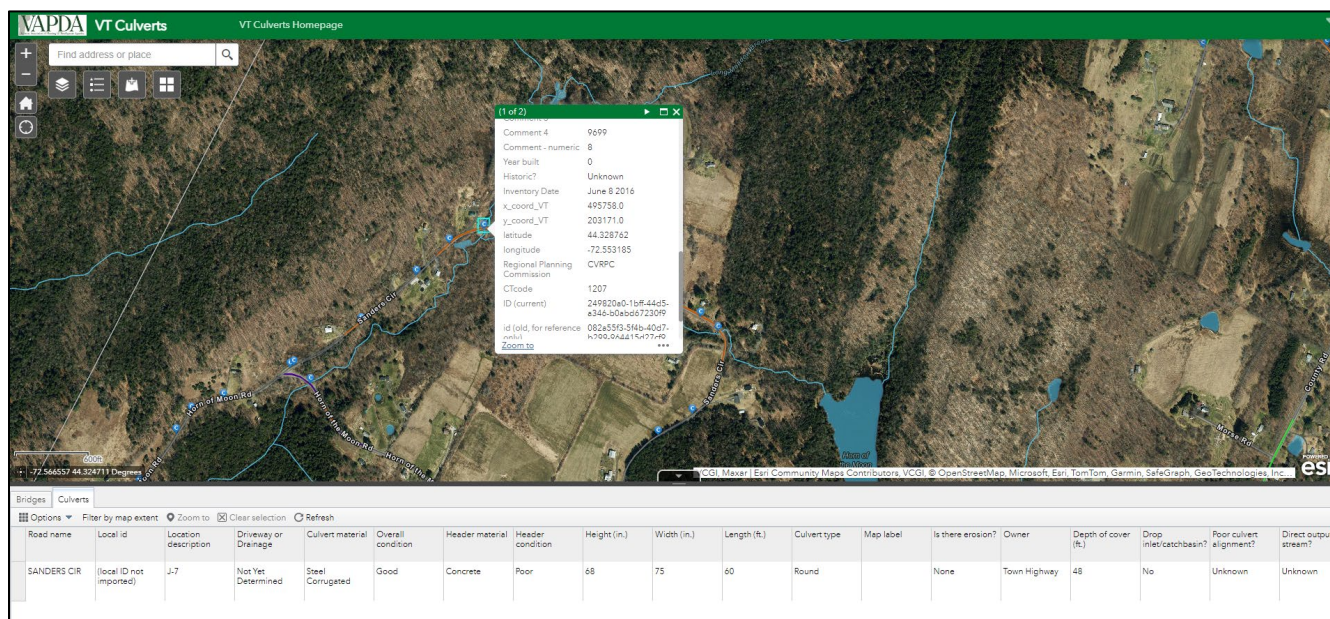
REQUEST FOR BIDS

Project Description

To provide engineering and design services to replace the Sanders Circle culvert damaged in the July 2023 flood. The culvert replacement is part of the town's damage inventory for FEMA event DR4720. The culvert was destroyed in the flood event. The road is currently impassable.

Project Location

Approximately 1,600 feet from the intersection of Sanders Circle and Horn of the Moon Rd.
GPS Coordinates: 44.328762, -72.553185



Deadline for Bid Submission

3:00 p.m. Friday, January 19, 2024. Please see below for bid submission information.

Bid Opening

3:00 p.m. Friday, January 19, 2024 at the East Montpelier town office (40 Kelton Rd.)

Tax Exempt Status

The Town of East Montpelier is exempt from State of Vermont sales tax.

Bid Selection

- The Selectboard will consider the selection of a contractor at its meeting on Monday, January 22, 2024.
- The Town reserves the right to select any bid for any reason, and to reject any or all bids wholly or in part, to waive any informalities or immaterial irregularities therein, to accept any proposal even though it may not be the lowest cost, to call for rebids, and to make an award which in its sole and absolute judgement will best serve the Town's interest.

Schedule

All work under this contract is to be completed by Wednesday, February 21, 2024.

Payment Schedule

To be paid upon the completion of work and written acceptance of the Town.

Insurance

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with liability coverage of no less than \$1,000,000 per occurrence and \$1,000,000 per aggregate, naming the Town of East Montpelier as an additional insured. The Certificate must also include Workers Compensation Insurance, unless the selected bidder has no employees, in which case a Non-Employee Work Agreement and a Liability Hold-Harmless Agreement will need to be signed.

Bid and Project Specifications

The project is for the engineering and design to replace the culvert destroyed by flood waters on Sanders Circle. The design is to include a hydrologic and hydraulic (H&H) study of the area as required to ensure FEMA reimbursement.

Responses to the Request for Proposals should consist of:

- A letter expressing interest in working with the Town of East Montpelier on this project.
- A description of the approach to be taken to carry out the proposal.
- Documentation of relevant experience, qualifications, and licenses.
- Proposed fee structure.
- Timeline, benchmarks, and anticipated completion date.

Bid Submission

Bids are to be emailed to Town Administrator Gina Jenkins at manager@eastmontpeliervt.org by 3:00 p.m. Friday, January 19, 2024.

Town Contact

Questions may be directed to Gina Jenkins, Town Administrator at (802) 223-3313 x 204 or manager@eastmontpeliervt.org.