

**TOWN OF EAST MONTPELIER
REQUEST FOR BIDS and BID FORM
ENGINEERING AND DESIGN SERVICES
Horn of the Moon Culvert**

Due: Due 16, 2024

REQUEST FOR BIDS

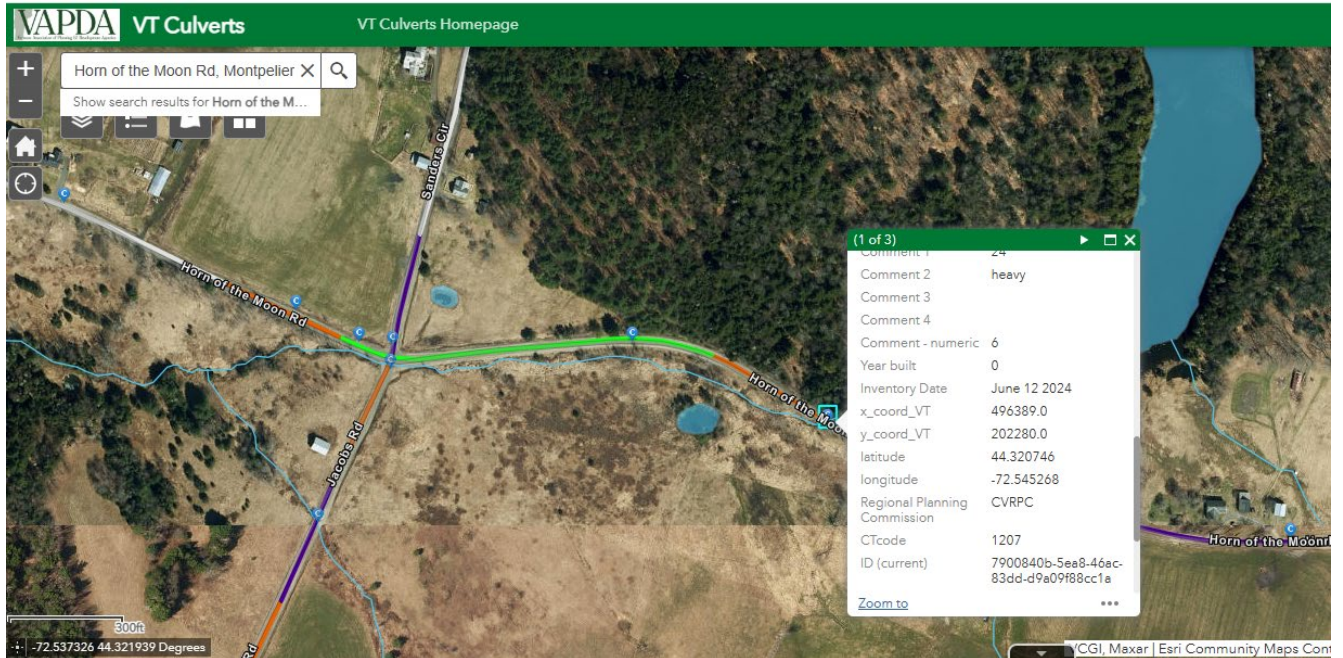
Project Description

To provide engineering and design services to replace the culvert damaged in the July 2023 flood & also damaged in 2024 disaster. The culvert replacement was part of the town's damage inventory for FEMA event DR-4720 & then also DR-4810 with possible mitigation opportunity pending FEMA approval. The existing culvert was overtaken by flood waters during the 2024 July flood event and again in the FEMA declared disaster of July 2023. The town was issued a temporary permit by Vermont Department of Environmental Conservation Agency of Natural Resources to perform a temporary repair for the purpose of making the road passable.

Project Location

Approximately 200 feet from the intersection of Horn of the Moon Rd. and Sanders Circle
GPS Coordinates:

| | |
|-----------|------------|
| latitude | 44.320746 |
| longitude | -72.545268 |



Deadline for Bid Submission

11:00 a.m. Tuesday, Dec 16, 2024. Please see below for bid submission information.

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, Dec 16, 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 July 31, 2025.

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 existing culvert on Horn of the Moon Rd. 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 at manager@eastmontpeliervt.org by 11:00 a.m. Tuesday, Dec 16, 2024.

Town Contact

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