



REQUEST FOR PROPOSAL TO CONDUCT REPAVING AND CULVERT REPLACEMENT SERVICES
TOWN OF WESTFORD, VERMONT

The Town of Westford, Vermont is accepting proposals for culvert replacement and repaving costs associated with the development of a plan and bid package for the Milton-Westford Road (TH#2) Project. The project is a part of a Town Highway Class 2 Roadway Grant application. The project will begin at the junction of Milton-Westford Rd. and Vermont Route 128. The project must comply with all State and Local regulations.

The length of road is 1.88 miles and runs from the intersection of Milton-Westford Rd and VT Route 128 and terminates at the Town of Milton line
Proposals shall include the following information:

Scope of Services: The work shall provide construction plans that will become part of a grant application/agreement.

The construction plan shall include:

- Replacement of existing culvert #2160 with 55 feet of 24-inch gray plastic culvert (Town will provide the culvert)
- Cold Plane & Pave- Cold Plane 2-1/4"
- 3/4" Type IV Shim
- 1-1/2" Type IV Overlay
- Shoulder work along entirety of project (to include 2 foot wide compacted material)
- Provide driveway and side road entrances with 2 foot paved apron shims
- Painting of line markers

Additional Scope of Services:

- Contractor is responsible for all materials, except for the provided culvert
- Contractor is responsible for communication with Dig safe before work commences to ensure there are no buried utility lines
- Contractor is required to provide all traffic control, construction warning signs, and associated barricades and traffic cones

ALL WORK FOR THIS PROJECT MUST BE COMPLETED BY DECEMBER 31ST, 2026



Qualifications and Staffing. The proposal shall contain a brief description of the firm's structure and experience in related engineering. In addition, a description of each staff member assigned to the engagement should be attached. A copy of the firm's latest quality review report shall be submitted with the proposal.

Compensation. The proposal shall state the number of estimated hours for each staff assigned to the engagement extended at their hourly rates plus out-of-pocket expenses. The proposal shall also contain the total maximum fee to be charged, including out-of-pocket expenses. The total fees should show the cost of the engineering and the additional costs associated with performing all work.

General Requirements. The goal for this task is to present a design concept that is technically sound, well-designed, cost effective, compatible with the surroundings and complies with State and Local regulations. Consultant will give reasonable review of alignment/design suggestions and provide recommendations (if they deviate from the feasibility proposals).

Non-Discrimination Clause. Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, rates of pay or other forms of compensation, demotion or separation.

Selection Criteria. The following criteria will be utilized to select the Engineering firm:

- Qualifications of the firm and the personnel to be assigned to this project
- Experience of the consultant personnel working together to complete similar projects
- Demonstration of overall project understanding and insights into local conditions and potential issues
- Demonstration knowledge of Project Area
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work
- Submission of a complete proposal with all elements required by the RFP
- Quality of representative work sample (optional)
- Cost of proposal
- Can the Firm offer ongoing assistance and are they available for other services?



General Note. Due to the Vermont Workers' Compensation law, the Town will require a certificate of insurance and also a Non-Employee work Agreement.

Cost Proposal. Engineering Firms responding to this proposal must acknowledge and demonstrate a full understanding of the project being undertaken and the services herein requested. The costs presented in response to this RFP will include all items, personnel, labor, materials, incidentals and equipment necessary to provide the Town of Westford with sufficient plans and documents to enable bid letting and construction. The responding consultant will also make every attempt to first identify and then to include in the cost proposal those items and tasks which have been unintentionally omitted or which the Engineer feels should have been included within the service descriptions herein described.

Consultants are encouraged to include references and previous experience with similar projects.

Proposal Submission Instructions

Proposals addressed to the Town of Westford shall be submitted using one of the following methods:

1. Electronically - townadmin@westfordvt.us (please identify the bid by putting *Engineering Services Proposal for Milton-Westford Rd Repaving Project* in the subject line); or
2. USPS, UPS or FedEx - Town of Westford, 1713 VT Route 128, Westford, VT 05494; or
3. Drop box at the Westford Town Office (located to the left of the front door)

Receipt of Proposals & Selection

Proposals will be received by the Westford Town Administrator at the Westford Town Office until **4:00 p.m. on DECEMBER 29TH, 2025**. The Selectboard plans to review the proposals received and select the firm at their January 8th or January 22nd meeting. Proposal amount will be the primary factor in the selection process; however, other factors (e.g., reference checks, etc.) will also be considered. The Town reserves the right to make the selection based on all factors and may not necessarily choose the lowest proposal. The Town reserves the right to reject all proposals deemed not to be in the best interest of the town