

## REQUEST FOR PROPOSALS

### Site engineering for a new Town Common Town of Hinesburg, Vermont

September 13, 2023

**RFP responses due by 6pm on October 4, 2023**

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#### PROJECT DESCRIPTION

##### Overview

The Town of Hinesburg seeks proposals from civil engineering firms to provide site improvement plans and permitting assistance for a new Town Common, pursuant to the conceptual design and anticipated phased implementation. The Town obtained a conceptual design in August 2022 by landscape architects at Dubois & King. The conceptual design includes a variety of elements, including a pavilion, natural playground structures, walkways, art/entry installations, landscaping and parking.

The Town is seeking the following to get started on the first phase of implementation:

1. Engineered plans for grading, drainage, and landscaping based on the conceptual design, suitable for use by a contractor to bid on this work.
2. Assistance with municipal and State permitting.
3. Assistance with the bid process.

See the following website for the conceptual design, base maps, and supporting information - <https://www.hinesburg.org/planning-zoning/pages/town-common-design>

##### Context and Background

The Town of Hinesburg (population ~ 4700) has a vibrant and growing village that lacks a central community gathering space. The Town owns a 2.6-acre property behind our police and fire stations that has extensive frontage on Town roads, is in a highly visible location, and is within easy walking distance of residential neighborhoods, mixed use developments, and commercial services. Except for a small, seasonally erected ice rink, the space is simply a large and underutilized mowed lawn.

Community engagement activities in 2019 and 2021 sparked strong interest among community members for a functional common greenspace. An extremely successful pop-up park event (August 3, 2019) attracted over 200 community members to a range of activities, including a park amenity feedback station. A park design charrette (September 18, 2021) included about 50 community members working in teams to create seven designs for the space. At both events, we received thoughtful and creative input on desired improvements.

A conceptual design was delivered in August 2022 by landscape architects at Dubois & King. This was accompanied by photos showing examples of possible improvements, a cost estimate for various elements, and phasing recommendations.

In the summer of 2023, the Select Board created a Town Common Committee to spearhead creation of the Town Common over the next five to seven years, in collaboration with Town staff and the Select Board. There is a capital budget item for improvements to be implemented in phases, likely over a number of years. The schedule will be determined by the Town Common Committee and the Select Board, and by available funding. We expect to use the conceptual design to inspire the additional fundraising that will be needed for development of detailed design work and installation of more involved elements (e.g., structures, play areas, parking, etc.).

### **Scope of Work**

Services and deliverables to be included:

- Three meetings with the Town Common Committee:
  - #1 – project kickoff and scope
  - #2 – review preliminary plans
  - #3 – review final plans
- Overall Site Plan:
  - Existing conditions plan
  - Engineered proposed conditions site plans
- Construction-ready Documents and bid process assistance:
  - Engineered site grading
  - Drainage and stormwater control/treatment (including hydro cad modeling)
  - Erosion control plan
  - Detail plans for proposed grading, drainage, and landscaping improvements
  - Bid documents and bid process assistance
- Local and Act 250 permitting support
  - Site plan review by Hinesburg Development Review Board
  - Minor Act 250 permit amendment

### **Timeframe**

We will review responses in October 2024, and hope to select an engineering firm thereafter, based on proposed cost and available budget. We would like to have engineering completed by March 1, 2024 and permitting completed by May 1, 2024, so that we can line up a contractor to complete the site grading and drainage work in the spring/summer of 2024.

## **SUBMISSION REQUIREMENTS**

**Responses to the RFP should be sent as a digital PDF file via email to the Director of Planning & Zoning by 6pm on October 4, 2023.** Rather than emailing large attachments (i.e., PDF files that exceed 6MB), please send an email that includes a link to a file sharing site. Expect a

confirmation email after receipt of your materials. For questions or more information, contact the Director of Planning & Zoning.

Alex Weinhagen, Director of Planning & Zoning  
Town of Hinesburg  
aweinhagen@hinesburg.org  
802-482-4209

All responses shall include the following information:

1. **Cover Letter** - A letter of interest for the project.
2. **Statement of Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants. Provide information on each consultant, including the name of the firm, year established, and contact information.
3. **Project budget and work plan** – Include cost centers and an overall “not to exceed” total cost based on the scope of work described in the RFP.
4. **Summaries of relevant projects** – Briefly describe relevant experience on similar projects. Include a minimum of three professional references for whom a similar project has been completed within the last ten years.
5. **Page Limit** - The response shall not exceed ten pages.

All information submitted becomes property of the Town of Hinesburg upon submission. The Town of Hinesburg reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP.

### **Selection Process**

Selection and project commencement contingent on cost estimates and available funds. We may select a consultant based solely on responses to the RFP. We may select a short list of consultants for further discussion and/or interviews prior to making a selection. We will evaluate respondents according to the following factors:

1. Consultant qualifications - 70%
  - a. Experience with engineering design of similar projects.
  - b. Understanding of rural communities and the need to balance design creativity with cost constraints, including initial investment and life cycle costs.
  - c. Experience with municipal projects and the ability to work with committees.
  - d. Availability to complete the work
2. Cost estimate - 15%
3. Quality, completeness and clarity of submission - 15%

**From:** Alex Weinhagen <aweinhagen@hinesburg.org>  
**Sent:** Monday, September 25, 2023 12:06 PM  
**To:** 'Emily Lewis'  
**Cc:** 'Dave Conger'  
**Subject:** RE: DK Questions for New Town Common Site Engineering RFP  
**Attachments:** firestation\_site1\_concept\_3-29-2023\_redux.pdf

Emily,  
Answers to your questions about the Town Common site engineering RFP:

1. *What are the plans for the potential expansion of the existing fire station? Will that impact the southern portion of the site?*

Planning for the potential expansion of the fire station has been paused. In the short term, the Town is focusing on the wastewater treatment facility upgrade, and plans to restart fire station expansion planning at a later date. The fire station concept released earlier this year calls for a parking lot on the southern portion of the Town Common area, which is slightly larger than the one shown in the Town Common conceptual plan. If implemented, landscaping of the southern portion would change, and the seasonal ice rink shown on the Town Common conceptual plan would need to be relocated – likely to a location in a different part of the village. See attached for the fire station conceptual plan.

2. *Based on the RFP, we understand that only grading and drainage will be completed in Summer 2024. Should the engineering plans include detailed design for other elements including paths, parking lots, etc. that will be constructed at a later date?*

No. Detailed design for future elements (paths, parking, etc.) will be done at a later date. We seek engineering suitable to put the grading and drainage work out to bid. Clearly, this engineering needs to consider all of the elements shown on the conceptual plan, but only to the extent necessary to accomplish any necessary regrading of the site and to ensure proper drainage. We anticipate doing detailed engineering for future elements once we have a final phasing plan and likely in concert with implementation of the more involved elements – e.g., play structures, splash pad, parking lot. If you see issues with this approach, please feel free to address in the proposal – e.g., suggestions, add-on elements, etc.

3. *Was Survey conducted as part of the base map from East Engineering? If so, is the CAD data available for this project?*

No. The 10/16/2019 base map (existing conditions site plan) by East Engineering shows approximate site features based on information from the Vermont Geodata Portal (e.g., orthophotography, property lines, lidar-derived one-foot contour lines), previous property site plans, and local knowledge.

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Alex Weinhagen  
Director of Planning & Zoning, Town of Hinesburg  
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## ENVISIONING HINESBURG'S PUBLIC FACILITIES

March 29, 2023

PREPARED FOR TOWN OF HINESBURG BY  
Wiemann Lamphere Architects





# FIRE DEPT.

## SITE OPTION 1 - KEY ELEMENTS:

- DEMOLITION OF EXISTING STATION
  - (REQUIRES TEMPORARY MOVE)
- CONSTRUCTION OF TWO-STORY FACILITY
- SIMILAR VEHICLE ACCESS TO RT 116
- DRIVE THRU APPARATUS BAY
- PROPERTY ALREADY OWNED BY TOWN

SITE OPTION 1  
2 STORY

## Department Legend

FD/APPARATUS	SUPPORT
OFFICE/ADMIN	UTILITY



2 STORY  
1ST FLOOR PLAN

# FIRE DEPARTMENT

# FIRE DEPARTMENT



2 STORY  
2<sup>ND</sup> FLOOR PLAN



# FIRE DEPARTMENT

## CONCEPT RENDERINGS



# FIRE DEPARTMENT

ESTIMATED COST OF 2 STORY SCHEME



## **FIRE STATION RECONSTRUCTION: \$9.42 million**

17,190 sf NEW CONSTRUCTION (TWO STORY)

- NEW FIRE AND EMS FACILITY ON EXISTING FIRE DEPT. SITE
- PROGRAMMED WITH FUTURE HINESBURG GROWTH IN MIND