

June 5, 2018
Design Consultant Proposals Review Meeting
West Branch Dead Creek Culvert
STP MM 18(6)
Bridport Public Works Department

Attendees: Dusty Huestis (DH), David Bronson (DB), Joan Huestis (JH), Jonathan Ashley (JA)

JH called the meeting to order at 08:02. Topics discussed included the following:

1. JH made a motion to approve the April 23, 2018 meeting minutes. Seconded by DH. Minutes approved 4-0.
2. Discussed takeaways from technical proposals review. JA summarized his comments from the proposals review (see notes at bottom of review sheet). DH stated that experience in the heavy clay soils in the project area is very important and OCE was the only proposal that demonstrated that experience. JH also felt the experience in local soil conditions was important. DB noted VHB's schedule did not appear to reflect the time involved in the VTrans process and had concerns about the OCE schedule (not being ready for construction before July 15 when work in the stream is typically allowed by permit).
3. Reviewed the technical proposal scoring of the group and the average technical proposal scores for each consultant:
 1. OCE 96.75
 2. VHB 77.00
 3. KAS 76.75

OCE's proposal had 388 total hours.

VHB's proposal had 624 total hours.

KAS's proposal had 259 total hours.

4. The committee reviewed the cost proposals received.
 1. KAS \$34,152 including geotechnical investigation.
 2. OCE \$35,904 not including geotechnical investigation, but including added services: local concerns, purpose & need, and alternatives presentation.
 3. VHB \$59,112.72 plus optional geotechnical investigation (additional \$7,000).
5. DH made a motion to select OCE. Seconded by JH. Discussion: DB would like to clarify with OCE whether their schedule can be shortened – to get the environmental submitted earlier and to have the project ready to bid earlier (preferably by June 1) to take advantage of the in-stream construction season that typically is allowed starting July 15. Also need to clarify how the AF38 form submittal will affect the schedule. The local concerns meeting should not be needed, so that

can shorten the schedule. Need to verify that OCE will follow the 2018 VTrans standards. Motion modified to select OCE contingent on satisfactory schedule. Motion passed 4-0. JA to follow up by phone with OCE with these questions.

Motion to adjourn meeting JH. Seconded by DB. Motion passed 4-0 and meeting adjourned at 08:46.

ADDENDUM TO MEETING NOTES (JA)

Phone call with Brent Rakowski of OCE 08:35. Discussion:

1. The project needs to follow the VTrans 2018 Standards - does that change your proposal?

OCE can follow the 2018 Standards and it will not affect their proposed fee.

2. The local concerns meeting and alternatives analysis will not be needed.

OCE can remove those tasks.

3. Can you change the proposed schedule to get to the CE submittal earlier?

Yes, subject to VTrans review times being reasonable. OCE can contact the State Wetlands Specialist and their archaeological subconsultant early to cut down on the time involved.

4. Can you change the proposed schedule to select a contractor by June 1?

Yes, subject to VTrans review times being reasonable. OCE can advance plans during some of the project review times if needed to help achieve a faster schedule.

5. According to the Local Projects Guidebook, the selected consultant must have a current Vermont Agency of Transportation Form AF38 on file with VTrans (Audit Section) prior to signing a contract. When will OCE's AF38 form be submitted?

Soon, if not already. OCE is currently working on another project that required their submittal of an AF38 form and the form may already have been submitted for that project.