



# Request for Proposal

## Valley Trail Street Lights

May 15, 2017

Town of Dover, VT

Economic Development Department

Valley Trail Street Lights

PO Box 428

102 Route 100

Dover, VT 05356

(802) 464 5100 x4

### **A. Introduction and Background.**

The Town of Dover, VT (Dover), a municipality in southern Vermont, is seeking a company to install a series of street lights along an approximate 1,600 feet length of the Valley Trail, Section B, that runs along Route 100. This consists of 20 street lights that match the existing lights along the sidewalk and Dover Park. This is being done to promote use of the trail during evening hours. The inclusion of additional lighting along Route 100 will not only enhance and promote businesses along this route, but provide a safety factor for pedestrians traversing the path during evening and nighttime hours. It will extend the safe walking path by providing foot traffic among businesses.

### **B. Project Description**

Dover is seeking a general contractor to handle the installation of the lights and all other aspects to achieve a fully functioning lighted path. The project should be completed prior to the first frost of 2017 and in conjunction with the businesses along the proposed route. Dover will purchase the lights that match the existing ones and store them at the Town Garage on Landfill Road. Lead time to obtain the lights is 8 – 10 weeks after contractor is selected which corresponds to early September 2017.

### **C. Submission Requirements and Guidelines**

1. Only qualified firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders must have the proper equipment to move the 1,000 lb. concrete poles from the Town Garage and install them in the designated location.
3. Bidders must list at least projects that are like this project as part of their response, including references for each. Examples of work is also desired.
4. A proposal must be provided and include
  - a. An overview of the proposed solution

- b. A brief description of bidder's company including number of employees
- c. Proposed schedule and milestones for the entire installation
5. A price proposal must be provided and should indicate the cost of each component and the overall fixed price of the project as it relates to the scope of work and any hourly rates should any portion of the proposal dictate this.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
8. Proposals must remain valid for at least 90 days.
9. The Town of Dover may at its discretion, invite one or more firms to have more in-depth discussions with.
10. The request for proposal timeline and submission instructions are:
  - a. Request for Proposal Deadline: **June 2, 2017**
  - b. Selection of Top Bidder/Notification to Unsuccessful Bidders: **June 06, 2017**
  - c. Send 1 copy digitally to [dovertrfp@gmail.com](mailto:dovertrfp@gmail.com)
  - d. Send 1 hard copy signed by an authorized representative of the company to  
Town of Dover  
Economic Development, Valley Trail Street Lights  
PO Box 428  
102 Route 100  
West Dover, VT 05356
  - e. Direct any questions to the Economic Development Department

#### **D. Scope of Work**

1. The lights will be installed on the west side of Route 100 starting at Layla's Riverside Lodge and ending at the bridge traversing the Deerfield River, approximately 1,600 feet.
2. Each light should be placed approximately 80 feet apart in coordination with the property owner and Dover.
3. All electrical work including but not limited to conduit, wire, trench depth, splitters, cabinets, stanchions etc. must meet appropriate code specifications.
4. The contractor should interface with Green Mountain Power and Dover to ensure all permits, and specifications are met for the lights.
5. Contractor should allow for the cost of traffic control, if needed.
6. Contractor should replace all landscaping so it is back to its original state.
7. All bid documents should detail any variable costs in the project (if any) and why they are variable. A cost range should be specified.
8. Expected payments based on completion of these milestones and demonstration that the work is completed satisfactorily.
9. Add any additional information that is deemed necessary and pertinent to decide.

#### **E. Evaluation Factors**

The Town of Dover will rate proposals based on the following factors:

1. Cost
2. Time and schedule to complete the project

3. Adherence to the requirements set forth in this Request for Proposal
  4. Relevant past performance/experience
  5. Perceived ability to complete the project including organization and staff
  6. Samples of past work
  7. Experience of bidder and bidder's staff
- F. The Town of Dover, VT reserves the right to award to the bidder that presents the best value to the Town of Dover, VT as determined solely by the Town of Dover, VT in its absolute discretion.**