

REQUEST FOR PROPOSAL
Contractor/Estimator Services to
Provide Detailed Cost Estimates for Four Home Elevations
Waterbury
January 5, 2017

Introduction:

The Town of Waterbury is seeking proposals from contractors and estimators to detail cost estimates to elevate four properties above the 100-year floodplain on Elm and Randall Streets in Waterbury Village. Due to the historic neighborhood, architectural renderings have been completed and approved by the VT Division of Historic Preservation for the four properties. These renderings and specifications will be made available for reference. Each foundation and proposed elevation has unique and individual attributes. The four properties are: #5 and # 36 Randall Street and #11/13 (one multi-unit) and 21 Elm Street. All estimated costs and materials must be in compliance with the FEMA/NFIP documents referenced below for eligibility.

Scope of Work:

The items in the Scope of Work are detailed as follows:

1. Develop cost estimates for final grading and layout plans for each property. Specify how and where topsoil will be salvaged and replaced once the grading is complete. Specify type and cost for grass seed and mulch for the disturbed areas of the site.
2. Develop cost estimates for walkways, stairs, and landing areas for each entrance into the homes. Include estimates for the materials and approximate quantities to be used as consistent with the approved exterior plans for each property.
3. Develop estimates for elevating the existing foundations including the attachment detail when the elevated house is lowered onto the extended foundation. Estimate costs for the material to be used to fill the existing basement and convert it into a 4' maximum high crawl space, including the quantity and how the surface is to be finished. Specify the exterior material for the extended foundation and how it is to be attached. Estimate costs for the insulated extended foundation walls and floor joists.
4. Include engineer's calculation and associated cost for the number and location of required flood vents as required by the National Flood Insurance Program (NFIP), *Opening in Foundation Walls and Walls of Enclosures Technical Bulletin/August 2008*.
5. Estimate costs for detaching, extending, and reattaching all utilities including water, sanitary sewer service lines, electrical and cable that are in the crawl space.
6. Include all cost estimates to return each property to pre-elevation status including replacing landscaping, walkways, lighting and/or interior damage repair that may occur with the elevation.

The Contractor/Estimator will be under the direction of the staff of the Town of Waterbury.

Project Schedule:

The project will take place over 6 weeks beginning in late-January 2017 once contract is finalized with all final cost estimates by property due by mid-March 2017.

Proposal Requirements:

The proposal must include the following information:

- A. A brief description of your firm and any sub-contractors that may be used for the various disciplines, the firm's qualifications, and resumes and/or examples of work for the key personnel who are proposed to work on this project;

- B. List any experience with federal grant requirements and/or FEMA related projects;
- C. A proposed project schedule affirming the date the work can begin, referenced to receiving a contract from the Town of Waterbury;
- D. An itemized fee schedule for the scope listed above, including a not-to-exceed total for each property.
- E. An hourly fee schedule for all personnel proposed to work on the project;

Payment Provisions:

Invoices shall be billed to the Town of Waterbury. Payment will be made to the Contractor/Estimator on a monthly basis reflecting the work accomplished.

Vermont Community Development Program Requirements:

Federal monies will be used to partially fund this work. The contractor/Estimator will be required to comply with the requirements of the Community Development Block Grant Program, including the following:

- 1. The consultant shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred as part of this project and make them available at reasonable times during the period of the contract and for three years thereafter for inspection by any authorized representatives of the Town of Waterbury and the State of Vermont.
- 2. The consultant shall comply with all contractual requirements of Grant #07110-DR-PG-2014-Waterbury-00005 between the State of Vermont and the Town of Waterbury, and all applicable state and federal regulations.

No person who is an employee, agent, officer, or elected or appointed official of the Town and Village of Waterbury may obtain a personal or financial interest or benefit from, or have an interest in, any contract or proceeds from a contract relating to this project, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

Please submit an electronic version of your proposal (PDF or Word/Office document), by 12:00 p.m. on Monday, January 23, 2017 to:

Barbara Farr
Waterbury Municipal Offices
28 North Main St.
Waterbury, VT 05676

Bfarr@waterburyvt.com

The Town of Waterbury is an Equal Opportunity Employer.

If you have questions or need additional information, please call (802) 888-3810 or send an email to bfarr@waterburyvt.com.

Resources for NFIP compliance and eligibility:

- *Flood Damage-Resistant Materials Requirements, FEMA Technical Bulletin/August 2008*
- *Hazard Mitigation Assistance Unified Guidance, FEMA, July 12, 2013*
- *Hazard Mitigation Assistance Guidance, FEMA, February 27, 2015*
- *Hazard Mitigation Assistance Guidance Addendum, FEMA, February 27, 2015*