



25 Star Point Terrace, Middlebury, VT 05753 • 802-236-8324 • led-vt.com

January 7, 2022

Mrs. Kathleen Ramsay, Town Manager
Town of Middlebury
77 Main Street
Middlebury, VT 05753

RE: Cady Road Proposal
Full-Depth Reclamation and Paving Project
Middlebury, VT 05753

Mrs. Ramsay;

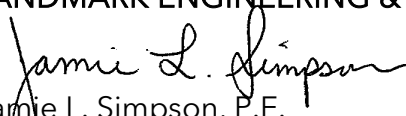
Landmark Engineering & Design, LLC. (LED) would like to thank you and Dan Werner, Public Works Planning Director, for the opportunity to provide engineering services for the Town of Middlebury. Attached is our Project Understanding, Scope of Services, Project Schedule, and Cost Proposal for the above-referenced project.

This project includes providing engineering services for full-depth reclamation (FDR) and paving of all existing paved surfaces on Cady Road located in Middlebury, VT. At this time, it is believed that the major portion of this road will be closed to through traffic while under construction.

The major tasks associated with this project include the development of Contract Documents and performing Bid Phase Services and Construction Phase Services. LED has the expertise to effectively assist the Town of Middlebury with completing the necessary engineering services in a timely, efficient, and cost-effective manner.

Thank you again for the opportunity to submit this proposal. We look forward to your response.

Respectfully,
LANDMARK ENGINEERING & DESIGN, LLC.


Jamie L. Simpson, P.E.
Principal Engineer
Enc.

Project Understanding

As discussed on December 20, 2021, in a pre-proposal meeting with Dan Werner, Landmark Engineering & Design, LLC. (LED) proposes a project to include Bid Phase Services and Construction Phase Services for the following improvements:

1. Reclamation and paving of the existing paved surfaces on Cady Road located in Middlebury, VT. Cady Road extends east and west between VT116 and VT7. The east entrance off VT116, is approximately 0.97 miles north of the VT116 and VT125 intersection, and the west entrance off VT7 is approximately 0.94 miles north of the intersection of VT7 and VT125. At this time, it is understood that Cady Road will be closed for the duration of construction but will maintain access for use by local residents.
2. A preliminary site visit was conducted to identify potential or anticipated construction difficulties, potential homeowner concerns and/or infrastructure upgrades/replacement prior to repaving this area. No significant obstructions were observed and only a few utility crossings were identified near the western portion of Cady Road. It is understood that the Town of Middlebury has previously evaluated this project area and is aware of any infrastructure replacement needs or has previously addressed them, as evidenced by the installation of two (2) new culverts.



Figure 1: Eastern end of Cady Road looking east



Figure 2: Intersection of Cady Road & Lower Foote Street looking east

Scope of Services

The following technical approach is presented to address the Scope of Services obtained from the pre-proposal meeting on December 20, 2021.

1. Landmark Engineering & Design, LLC. (LED) will review existing maps and information provided by the Town, as well as any available existing drawings and surveys of utilities within the project site.
2. LED will prepare an estimate of the construction cost and timeframe for the project. One (1) meeting with Town staff is included in the project for pre-design.
3. LED will identify permits that will be required for the project. LED anticipates that a State Highway Access and Work Permit (Section 1111) Permit from the State of Vermont will likely be required based on the project location and intersections with State Highways VT116 & VT7.
4. Using the information obtained in Items 1 through 3, LED will prepare contract documents and general construction plans (limits of work) for the proposed replacement pavement project. The contract documents shall include an Advertisement for Bid, Information for Bidders, Bid Schedule, General Conditions, Special Conditions, and Technical Specifications for the project. Two (2) copies of the contract documents and contract drawings will be submitted to the Town for review. Upon completion of the Town's review, comments will be addressed and incorporated into the contract documents and drawings. A copy of the final construction documents shall be submitted to the Town in PDF format with plans at a scale of 1" = 400'.
5. LED shall prepare any necessary permit applications for the permits identified for the project. Any application fees will be paid directly by the Town. As stated in Item 3, LED anticipates that a State Highway Access and Work Permit from the State of Vermont will be required.

6. LED will prepare an Advertisement for Bid and submit it to the Town for distribution. During the bid phase, LED will conduct a pre-bid meeting, answer questions posed by contractors, issue addenda, and attend the bid opening. This Project will be ready to bid at a time to be determined by the Town. Upon receipt of Contractor Bids, LED will prepare a bid tabulation and a letter of recommendation to the Town. Upon acceptance of a contractor by the Town, LED will provide two (2) copies of conformed contract documents and drawings for agreement execution by the Town and the successful contractor.
7. LED will provide construction administration services during the construction of the proposed improvement. Construction administration will include:
 - a. Management of the project in accordance with the guidance set forth by the Municipal Highway Structures Grant Program;
 - b. Review of Shop Drawing Submittals;
 - c. Review of Pay Requests;
 - d. Issuing of Change Orders; and
 - e. Attendance at Contractor Meetings. We have estimated that only two (2) meetings are needed, including a kick-off meeting and a final completion meeting, based on the size and scope of this project.
8. LED will provide Construction Review Services through completion of the Project. Construction review will include:
 - a. Full-time construction inspection for the portion of work involved with the full-depth reclamation and road surface reconstruction. We estimate that this portion of work will take thirteen (13) workdays equivalent to one hundred thirty (130) hours for full-time construction inspection. LED can provide part-time construction inspection to verify satisfactory completion of testing requirements for the project and for general clean-up and other miscellaneous items if necessary, though zero (0) hours are included at this time.
 - b. Substantial and final completion walk-through.
 - c. Preparation of punch lists.
 - d. Contact with adjacent property owners.

Project Schedule

The following Project Schedule will result in a completed project that meets the needs of the Town of Middlebury. In addition, our goal throughout the project shall be to maintain the satisfaction of the Town, the engineer, the contractor and landowners and residents in the area.

<u>Project Milestone</u>	<u>Complete by:</u>
Contract Award - Assumed	January 25, 2022
Construction Cost Estimate/Timeframe	January 26, 2022
Town Review of Contract Documents	February 2, 2022
Submit Final Contract Documents	February 4, 2022
Advertise for Bids	TBD
Pre-Bid Meeting	TBD
Bid Opening	TBD
Review Bids/Recommendation of Award	TBD
Start Construction	TBD
Complete Construction	Summer 2022

Cost Proposal

The following is our Cost Proposal for the engineering services for this proposed project:

<u>Task Items</u>	<u>Manhours</u>	<u>Amount</u>	<u>Basis</u>
Items No. 1 - 7	N/A	\$6,450	Lump Sum
Item No. 8	130 Full-Time @ \$75/hr. <u>0 Part-Time @ \$75/hr.</u> 130 Total	\$9,750	Hourly
Total		<u>\$16,200.00</u>	