

Traffic-Calming & Pedestrian Safety Project

RFP HR17-101 Pre-Proposal Conference

May 2, 2017
Hillsboro Town Hall

WELCOME

Thank you for attending today's Pre-Proposal Conference for the Town of Hillsboro RFP HR17-101, Hillsboro's Traffic-Calming and Pedestrian Safety Project. Today's Conference is intended to:

- Introduce the Town's management team and project goals;
- Relate the relevant history of the project and its present status;
- Outline project scope and challenges;
- Provide potential Offerors an opportunity to examine the existing plans;
- Present project timeline and funding;
- Describe the proposal evaluation process;
- Answer potential Offeror's questions about the project

TODAY'S AGENDA

8:30-10:00 *Review of Documents*

10:00-10:40 **Part I**

Welcome

Town Project Team

Proposal Schedule

Goals & Expectations

Project History

Project Scope and Challenges

BREAK—Written questions accepted

10:50-11:15 **Part II**

Project Timeline

Available Funding

Proposal Evaluation Process

BREAK—Written questions accepted

11:30-Noon

Question and Answer Period

Closing remarks

Adjourn

Town of Hillsboro Project Management Team

- **Project Manager**
Mayor Roger L. Vance
- **Deputy Project Manager**
Councilmember Amy Marasco
- **Project Coordinator**
Alison Badger
- **Town Treasurer**
Alta Jones
- **Town Attorney**
Elizabeth Whiting

Proposal Process & Schedule

This is a fair and open competitive process in accordance with Federal, State and Town procurement guidelines and policies:

- RFP posted April 21, 2017;
- Questions accepted April 28;
- Mandatory Pre-proposal Conference May 2;
- Q&A/updates online, ongoing;
- Proposals due by 4 p.m. May 19
NOTE: Proposals may be submitted via mail or email, or if by hand delivery, Friday May 19, 10-4 p.m. only;
- Project Selection Committee review May 20-22;
- Oral presentations June 5-13;
- Selection made June 19;
- Anticipated contract award July 17;

Statement of Intent

The Town of Hillsboro is seeking to establish a true partnership with a consulting engineering firm that will be responsive, innovative and respectful of schedule and budget. We recognize the project presents unique challenges but are confident that when complete the project will positively transform this historic town by creating a pedestrian-safe community for residents and visitors, a thriving hub for a growing rural economy and improve the experience of thousands of daily commuters. Consequently, we are confident this project—which has high visibility and has generated interest across the Commonwealth—will be a “jewel” for the selected firm.

Town's Project Expectations

The Project is led and managed by the Town of Hillsboro with active support from VDOT Locally Administered Project Division:

- Town assumes an active role in daily management
- Town commits to streamlined citizen review process
- Timely reviews and decision making by the Town
- Open and close communication with consulting engineering team and subcontractors
- Project demands highly functioning and responsive consulting team
- Requires innovativeness and flexibility
- Demands sensitivity to Town's unique historic characteristics
- Adherence to budget and schedule of paramount importance

Project History

For more than a decade the Town of Hillsboro has been working on the concept and design of a project that will transform yet retain historic integrity.

- Initiated in 2005 with FHWA Demonstration Funds;
- Charette with traffic-calming expert Ian Lockwood in 2006
- Project in VDOT Six-Year Improvement Plan since 2007
- Design parameters finalized with consultation by internationally recognized authority Michael Wallwork in 2010
- Final Design Public Hearing 2012
- NEPA completion, issuance of Categorical Exclusion in 2012
- Virginia Department of Historic Resources review and Programmatic Agreement 2012, renewed 2017
- Loudoun County FY2018 CIP Downtown funding approved 2016
- Transportation Alternatives Grant funding approved 2017

Project Scope: Technical

Town is managing project via Land Use Permit. Consulting engineering firm will provide completion of engineering design and construction management services. Major project tasks include:

- Final design and preparation of bid documents* for Downtown roadway segment and multi-modal path and sidewalks;
- Final design and preparation of bid documents for eastern roundabout;
- Final design (NOT at bid level) for western roundabout;
- Coordination with utilities for relocation and replacement;
- Ensure sufficient level of design detail to meet VDOT review requirements;
- Determination of, and coordination with, all federal, state and local regulatory bodies to confirm requirements, compliance and approvals;

**Bid documents are to conform to American Architectural Institute standard forms, VDOT forms, or equivalent*

Project Scope: Technical (continued)

- Follow VDOT project specification booklet—allowing for special town specified provisions for items not covered by VDOT specs
- Development of MOT;
- Interface with drinking water and wastewater infrastructure projects and engineers;
- Involvement in public assistance activities (Town to assume much of this public assistance activity);
- Landscape design and hardscape material selection;
- Comprehensive construction management and oversight, financial and administrative services for life of the project

Project Scope: Management

Consulting engineer will assist town to ensure the project is delivered as designed, on time, and within budget. Major management tasks include:

- Organizing and assisting Town in construction bid process;
- Construction management;
- Schedule tracking;
- Contracts management administration;
- Financial tracking and reviews;
- Routine progress reports;
- Participation in Town-led project management meetings;
- Participation in not more than two public information meetings

Key Project Challenges

Town's goal is to create a pedestrian-and business-friendly streetscape, retaining integrity and authenticity of this historically significant village while also providing modern infrastructure and services. Key challenges include:

- Ensuring Town's historic assets are not negatively effected;
- Design for use of context-sensitive materials to reflect historic characteristics of Town
- Designing and integrating wet and dry buried utilities into the narrow Route 9 corridor
- Minimizing impact on residents, tourism, regional businesses and commuters through effective maintenance of traffic and timely construction schedule

Interrelation with Town's Related Infrastructure Projects

The Town's objective is to sequence its three major infrastructure projects with the goal of minimizing disruption and maximizing cost efficiencies. Projects include:

Drinking Water

- Hillsboro has been under an EPA Consent Order to disconnect from its spring water source and connect with a new town well;
- Phase 1a connects Town's new well; builds raw and treated water mains under Highwater Rd. and Stoneypoint Rd. to connect into current distribution system on Route 9 on west end of Town; installs raw and treated water lines under Spring Lane to Town water plant; upgrades waterworks and storage facility;
- Drinking water project (Phase 1A) completed by October 2018;
- Road project engineering firm must work with Town's drinking water project consulting engineer to design tie-ins at the base of Spring Lane at Route 9

Interrelation with Town's Related Infrastructure Projects (continued)

Wastewater

- Technical feasibility study with the County and Loudoun Water to determine ultimate replacement of aging private septic systems with a modern community sanitary sewer system. Feasibility study recommendations available by late 2017;
- Town has full funding for the design and installation of sanitary sewer main under Route 9;
- Road project engineering firm must incorporate sanitary sewer main into the Route 9 corridor utility design

Burial of Aerial/Dry Utilities

- Dominion Power and Verizon to underground utilities as part of current project design;
- Conduit for high-speed internet/fiber are to be incorporated;
- With Town, road project engineering firm will organize utility coordination meeting to confirm and determine best plans to integrate all dry utilities

BREAK

QUESTIONS ACCEPTED IN WRITING



Project Timeline and Schedule

- **July 2017:** Award Consulting Engineering Firm contract
- **Aug. 2017:** ROW Begins
- **Dec. 2017:** 100% Design Completion
- **Jan. 2018:** Prepare Construction Bid Documents
- **Feb. 2018:** Construction RFP Advertised
- **April 2018:** Construction Contract Awarded
- **June 2018:** Construction Begins
- **June 2020:** Construction Complete

Available Funding

The Town has secured sufficient funding for the project.

- Budget estimate for proposed project scope is \$7.4M;
- Scope includes
 - Downtown segment—design, construction management and construction;
 - ROW;
 - Design, construction and construction management of multimodal path from Mountain Road to Town Hall;
 - Design of western roundabout;
 - Design and bid-ready documents for eastern roundabout
- Funding secured through County, Revenue Sharing, NVTA, VDOT Transportation Alternatives grant; FHWA Demonstration Funds
- Funding not yet secured for construction of roundabouts
- Town submitting additional grant applications for TA funds, NVTA Transaction Grants, 2019 SmartScale funding, and FY2019 and FY2020 Loudoun County CIP funding

Proposal Evaluation

The evaluation process is streamlined, with the Town of Hillsboro making final selections:

- Project Selection process and Selection Committee
 - Free and Open Competition following Virginia Public Procurement Act;
 - Advisory group reviews proposals and provides input;
 - Selection Committee Chaired by Mayor with two designated participants

- Evaluation criteria for written proposal and weighted as follows
 1. Understanding and technical approach 30%
 2. Qualifications and experience 25%
 3. Customer service and quality of work 25%
 4. Qualifications and experience of key personnel and staff 20%

Proposal Evaluation (continued)

- Oral Presentation
 - Minimum of three short-listed firms;
 - Town reserves right to go straight to award;
 - Offeror's Project Manager required to attend;

- Oral Presentation is evaluated as follows:
 - Responsiveness to Town's needs;
 - Responsiveness to specific questions;
 - Firm's understanding of requirements, goals, objectives and desired outcomes;
 - Clarity and organization of oral presentation;
 - Cohesiveness of team and clarity of communications;
 - Additional factors determined by Selection Committee

BREAK

QUESTIONS ACCEPTED IN WRITING



QUESTIONS & ANSWERS

**ALL QUESTIONS AND ANSWERS POSED
PRIOR TO THIS CONFERENCE,
AS WELL AS TODAY'S QUESTIONS AND ANSWERS,
WILL BE ATTACHED AS AN AMENDMENT
TO THE RFP ON THE TOWN'S WEBSITE:**

www.hillsborovirginia.org

and

www.eva.virginia.gov



THANK YOU

The Town of Hillsboro sincerely appreciates your attendance and participation in today's Pre-Proposal Conference for the Town of Hillsboro RFP HR17-101, Hillsboro's Traffic-Calming and Pedestrian Safety Project.

Updates will be provided and plans, displays and today's presentation can be downloaded at the Town's website:

www.hillsborovirginia.org

