

Example Request for Proposals for Municipal Project Manager

Date

RE: Request for Proposals

Dear Ladies & Gentlemen:

The Town of _____ is requesting proposals for project management services on a project funded in part by the Federal Highway Administration and the Vermont Agency of Transportation. The specific duties are outlined in, and all work will be accomplished in accordance with the attached Scope of Services.

The Town intends on selecting one proposer to perform the services, which are expected to extend through _____. The rates that are proposed will be in effect for the complete term of the contract.

All questions related to this request for proposals shall be addressed to _____ at _____ or in writing at or by FAX at _____. Any questions received, other than routine ones, will be answered and distributed to all proposers.

In order to be considered responsive to this request for proposals, each proposal shall conform to the following requirements. The proposer shall:

- Submit four (4) copies of the technical proposal in a sealed envelope to the name and address indicated above prior to
- Submit a separate copy of the cost proposal in a separate envelope. Provide in the proposal hourly rates for all classifications of personnel who may be utilized for the services requested. These rates shall be presented and broken down by direct labor cost and indirect cost by percentage or by hourly rate.
- The proposal will be evaluated considering the following factors:
 - Familiarity with applicable state and federal regulations or demonstrated experience with similar regulations which would indicate an ability to understand unfamiliar regulations.
 - Demonstrated experience with public participation and meeting facilitation.
 - Demonstrated experience with financial management, particularly with regard to development of individual projects.

- Demonstrated experience with preparing requests for proposals / qualifications and scopes of services for hiring consultant services, with preparing, executing and managing such contracts and/or experience with similar type procurement.
- Demonstrated experience with construction projects from start to finish, including administrative oversight.

OPTION FOR MUNICIPALITY: Insurance requirements are at the discretion of the municipality. If required, list types and minimum amounts of coverage required.

If any proposer is aggrieved by the proposed award of the contract, they may appeal in writing to

The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

All proposals become the property of the Town upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this request for proposals if it is in the best interest of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

Example Scope of Work for Municipal Project Manager

The Town of is contracting to develop a project to [PROJECT DESCRIPTION]. Due to the nature of the funding for this project (FEMA Public Assistance), all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations.

The Town of has decided to contract services to fulfill its responsibilities with regard to project management. Those who assume such duties will herein be referred to as the Municipal Project Manager or MPM. The Town will be providing oversight of project development as well as developing guidance relative to the various aspects of project development. As part of this guidance, the Town has developed a "Project Development Process" chart that provides an overview of the process. The duties of the MPM will include:

- Responsibility for coordinating all project activities and monitoring all aspects of project development on behalf of the municipality while acting as liaison between the Town, VTrans (if needed), consultants and/or contractors as necessary. The MPM is responsible for ensuring adherence to federal and state rules and regulations relative to developing and constructing a project.
- Review and monitor a master schedule to coordinate all activities necessary for: completing the project design, coordinating all necessary permits and approvals, relocating conflicting utilities, acquiring and clearing all rights-of-way and preparing bid documents.
- Prepare Request for Proposals / Qualifications and Scope of Services for any and all consulting needs subject to Town approval. Examples are available from VTrans. Act as member of selection team and assume responsibility for documenting this process.
- Ensure that all provisions of consulting/contracting contracts are met and submitted on time and within cost limits. Will be responsible for any and all contract administration.
- Review all project invoices for accuracy, completeness and reasonableness. These invoices will then be forwarded to the Town with a statement attesting to the previous statement and a request for reimbursement.
- Provide regular progress reports to the Town with invoices.
- Identify, obtain approval of and implement procedures for facilitating development of the project.
- Arrange for, participate in and provide follow-up documentation of all project-related discussions, meetings or hearings.
- Monitor that any permit mandates, conditions and stipulations are incorporated in the project design.
- Seek approval for, document and obtain any waivers of design criteria if deemed necessary.
- Assume responsibility for the review of project plans and documents. Within the constraints of the review, the MPM will be responsible for exploring design options to improve constructability, reduce costs and expedite construction.

- Assist the municipality in all right-of-way issues. The MPM will provide or obtain certification to the Town that the right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations.
- Assist the municipality with utility and/or railroad issues for the project. Provide assurances to the Town that federal and state laws and regulations have been complied with.
- Review the project for compliance with all federal, state and local laws, ordinances, regulations and permit requirements, including environmental permitting. Provide certification to the Town attesting that all requirements have been met and all permits have been obtained.
- Secure certification that the design meets all applicable standards, codes and requirements for design and public safety standards.
- Secure and submit to the Town documentation by an engineer registered under the laws of the State of Vermont to practice structural or civil engineering attesting to the required structural capacity requirements for all bridges. Provide certification from an engineer of adherence of all traffic control devices per the Manual on Uniform Traffic Control Devices.
- Secure statement to the Town as to which permits, agreements and clearances have been secured and which ones are not applicable to the project.
- Assist the municipality in preparing a bid package for construction, in conformance with federal and state regulations. Once bids are received and opened, assist municipality in determining whether apparent low bidder is responsible. Prepare contract for municipality with low bidder.
- Provide project administration of project during construction.
- Secure certification to the Town that the project was constructed as designed.
- Keep a master project file, to become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the MPM will be responsible for providing or securing this.