CITY OF BURLINGTON
REQUEST FOR PROPOSALS

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM / ENTERPRISE ASSET MANAGEMENT (CMMS / EAM) SOFTWARE

Issued: October 1, 2020

Written Questions Due: October 13, 2020

Answers Posted: October 16, 2020

Proposals Due: October 23, 2020

I.   PROJECT BACKGROUND

A. *Introduction*

The objective of the City of Burlington's ("City") Asset Management Program is to implement asset management leading practices for infrastructure investment and management decision making. The ultimate goal of asset management is to optimize reinvestment in the lifecycle of the City of Burlington's diverse infrastructure by delivering levels of service to customers and stakeholders while balancing the tradeoffs between cost of service and risks associated with asset failure. City of Burlington's Department of Public Works ("DPW") embarked on their formal asset management journey in 2016, beginning with the creation of the *Preliminary Strategic Asset Management Plan* and other asset management planning documents. **The next step in the City's asset management journey is to procure and implement a Computerized Maintenance Management System / Enterprise Asset Management ("CMMS / EAM").** The software solution shall provide functionality to support work order and inventory management and workflows within all of the business units.

The purpose of this Requests for Proposals ("RFP") is to solicit proposals from consultants who can demonstrate that they possess the organizational, functional and technical capabilities to provide a Computerized Maintenance Management Software (CMMS) or Enterprise Asset Management (EAM) software solution that best meets the City's needs. The ideal respondent must have experience in successfully implementing the proposed solution at public agencies of similar size with similar requirements to Burlington. Upon entering into a contract with the City of Burlington, the selected respondent will be responsible for the final approved design, installation and implementation and commissioning of the CMMS/EAM solution including development of user acceptance testing, system integration, training, connectivity to existing resources and on-going support and maintenance.

The City is performing this work using a combination of funds from the City Enterprise Fund, General Fund, and loans from the Vermont Clean Water State Revolving Fund ("CWSRF") and Drinking Water State Revolving Fund ("DWSRF").

B. *Project Overview*

The City is seeking Requests for Proposals ("RFP") from qualified consultants to provide a commercial off-the-shelf (COTS) CMMS or EAM software solution and associated implementation, migration, integration and training services. The City's vision is to incrementally manage and track all City-owned assets in the selected solution. The solution will allow the City to manage the full lifecycle of the asset, including maintenance and capital interventions. The portfolio of assets are funded, managed, operated and maintained by multiple, discrete business units as shown in the table below along with estimated staff counts in parenthesis. In addition, the assets that are owned and/or maintained by the business units are identified as well as the expected usage by the business unit in a new CMMS/EAM solution.

Department / Division(s)	Owned / Maintained Assets	Expected System Usage
Water Resources - Wastewater Treatment (13) - Water Treatment (9) - Stormwater (2) - Water Distribution & Metering (12) - Engineering (3) - Utility Billing (3)	Water meters (AMR), Booster station (CFD2), Buried utility pipes, CSO Monitoring, Water and wastewater SCADA, Elevated water tanks, Interconnect valves, Hydrants, Inlets, Catch basins, Impervious surface, Manholes, Pump stations, Stormwater BMPs, Outfalls, Valves, Wastewater treatment facilities (3), Flow meters, CSO regulator structures, Water treatment facilities, Water service lines, Water storage reservoirs, Force mains, Mains and Storage tanks.	Service request management, Labor and material estimates and billing as pertinent for water service line work, Work order management, Inspections, Inventory management, Mobile/field access, Reporting, Capital planning
Maintenance - Street maintenance (20) - Recycling (3) - Fleet (9)	Maintenance activities related to Pavement, Sidewalks, Recycling carts, Wastewater collection, Stormwater, Recycling, Pavement markings, Traffic calming device installation, Snow Removal, Street sweeping, All city vehicles and equipment.	Service request management, Work order management, Inspections, Inventory management, Mobile/field access and Reporting
Parking and Traffic - Traffic Signal (2) - Traffic (5) - Parking Maintenance (5)	Parking garages, Parking kiosks, Parking meters, Snow lights, Regulated/Metered parking spaces, Surface parking lots, Signs, Signalized traffic lights, Crossing signals and Traffic calming devices.	Service request management, Work order management, Inventory management, Mobile/field access, Reporting, Capital planning
Techical Services - Planning (3) - Streets & Sidewalks (5) - Inspectors (5) - Capital Planning (2)	Pavement, Sidewalks, Pavement markings and Bridges	Work order management, Inventory management, Mobile/field access, Reporting, Capital planning
Parks, Recreation and Waterfront - Administration (5) - Planning (3) - Parks Administration (1) - Conservation / Trails (2) - Facilities (15) - Grounds Maintenance (4) - Trees and Greenways (5) - Waterfront (3) - Recreation Facilities (7)	Bike paths/trails, Bike racks, facilities, City owned buildings, Campground, Community gardens, Greenbelts, Harbor assets, Marinas, Ice arena, Boathouse, Open space, Forested parkland, Parks, Public beaches, Parking lots, Trees and Cemeteries.	Service request management, Work order management, Inspections, Inventory management, Mobile/field access, Reporting and Capital planning
Innovation and Technology (7)	Fixed assets	

Department / Division(s)	Owned / Maintained Assets	Expected System Usage
Fire Department / Police Department	Hose, breathing apparatus, portable radios and other high value inventory items.	Inventory management
Clerk / Treasurer's Office	N/A	Capital planning

A set of requirements has been provided to give respondents an understanding of the required and desired functionality for the cloud-based CMMS / EAM solution. The City is looking to understand about how the proposed solution can meet the functional requirements and is seeking information about the software, hardware, associated products, implementation approach, support, and project team.

C. *Project Objectives*

The City of Burlington seeks a technical solution to manage city-owned physical infrastructure through service requests, work orders, costs, material inventory, inspections, reporting and capital planning. The objectives of implementing a software solution to manage city-owned assets include:

- To procure a solution that supports the City's long-term vision for enterprise asset management.
- Enhance the City's ability to be stewards of the assets for which they are responsible.
- Support the City's asset management and capital planning programs.
- Consolidate systems currently used to manage and track the City's assets.
- Enhance field (mobile) investigations and work capabilities.
- Strengthen financial planning capabilities by capturing costs and develop budget forecasts.
- Streamline the process of receiving customer service requests and issuing work orders to resolve the issue.
- Inter-departmental awareness and alignment.

D. *Schedule*

The schedule for this procurement is shown below; however, the City of Burlington reserves the right to modify any or all of the dates shown.

Activity	Date
Issue RFP	October 1, 2020
Proposals Due	October 23, 2020
Notify Short Listed Firm(s)	November 2, 2020
Respondent receives workflow scripts and interview details	November 2, 2020
Interview Preferred Firm(s)	December 1 - 5, 2020
Consultant Selection and City Approvals	January, 2021

II.   SCOPE OF WORK

The City of Burlington is seeking Requests for Proposals from qualified Consultants to provide a Cloud-Based Computerized Maintenance Management System / Enterprise Asset Management ("CMMS / EAM") system ("System" or "solution") and associated implementation and configuration services. The technical solution must support the City's existing functions and the desired functions described herein. The respondent must demonstrate the capability to meet the City's functional requirements and expectations for project management and delivery. Responses to this RFP will be used to evaluate respondent's compatibility with the desired functionality, proposed approach, implementation services, training and technical support, and cost for implementing and maintaining the software.

The selected Consultant will be required to provided the services described below.

A. *Project Management and Work Plan*

The selected consultant must assign a dedicated Project Manager to the project. The selected consultant and the assigned Project Manager will be required to manage project resources to ensure the requirements of the contract are fully satisfied and the CMMS / EAM is successfully implemented. Consultants must propose an effective and sufficiently formalized approach to project management that allows for the anticipation of problems, potential delays and the formulation and execution of appropriate corrective action. The Consultant will be required to deliver a schedule in Microsoft Project, or similar software, depicting the activities and tasks described in the RFP, milestones, and interdependencies associated with the activities and phases. Scheduled time for City review of deliverables and / or information gathering is requested. The Consultant's project manager will be responsible for updating the schedule throughout the course of the project.

The consultant's Project Manager will be expected to participate in weekly, or mutually agreeable frequency, phone meetings; oversee project schedule, status tracking and reporting, issue tracking and reporting, and tracking and reporting of resources needs.

The consultant will also be required to develop and maintain a Work Plan of activities for initial set-up and on-going delivery of software and services as described in the Scope of Work. At a minimum, the Work Plan must include:

- All work to be performed, organized by task.
- Task dependencies.
- Project schedule inclusive of deliverables, milestones and deadlines.
- List of information and / or data required from Burlington at the start of the project.
- Desired information required from the City to support each task.
- Participation / expectation of time required from City staff.

The Work Plan will provide a narrative description of the selected Consultant's approach to accomplishing each task and the process, tools, and resources to be used. This description must be at a sufficient level of detail to allow the City to clearly understand the proposed approach and anything that may impact the timely delivery of the products and/or services. The Work Plan must be submitted within four (4) weeks of the formal notice-to-proceed (NTP).

The City will review the Work Plan and upon its acceptance, will authorize the selected Consultant to progress with services. Any comments will be discussed, and the Work Plan will be modified to reflect the final agreed upon decision.

Minimum Deliverables: Project Schedule (Microsoft Project or equivalent); meeting agendas; meeting notes; written Work Plan.

B. *Software*

Supply a Cloud-Based CMMS /EAM solution that meets the functional and technical requirements listed in Exhibit F Functional Requirements and Exhibit G: Technical Requirements.

The City is looking specifically for a cloud-based CMMS/EAM solution, managed by the vendor, with the ability to consume and leverage GIS map layers from the City's ArcGIS Server 10.7.1 for asset inventories. The solution must integrate with GIS and link work activities to GIS assets; however the solution must also have the ability to maintain assets and their attributes from within the solution for vertical assets such as buildings and treatment plants. The City is also looking for a solution that provides a robust mobile application for completion of work activities in the field. The mobile application must be able to work in a disconnected mode if cellular coverage is not adequate.

Minimum Deliverable: Cloud-Based CMMS / EAM solution

C. *Implementation Planning*

Each of the City's business units are responsible for the operation, maintenance, and management of different assets and a variety of work activities. The implementation planning task should focus on gathering information required to configure the software solution to meet the individual needs of each business unit. Through a series of meetings facilitated by the Consultant, it is envisioned that the Consultant will gather information related to user profiles, work activities, inspections, asset inventory, warehouse inventory, reports and other items needed for proper configuration of the system.

The Consultant will develop an Implementation Plan that shows a comprehensive understanding of the needs and a roadmap for configuration.

Minimum Deliverable: Implementation Plan

D. *Data Migration*

Burlington is currently using a few work order management systems for several asset groups and wishes to migrate relevant asset inventory and/or work activity information from these systems to the new CMMS / EAM solution. This task will include:

i. Facility Dude

Burlington is currently using Facility Dude for work order management on City-owned buildings and facility assets. The City will provide the Consultant with an inventory of existing assets to be migrated to the new solution. In addition, the City will extract and provide any related work order activities to be migrated to the new solution in order to represent historical work performed on these assets.

ii. Manager Plus

Manager Plus is used to track work orders for the water treatment plant and associated assets. The City will provide an extract of the asset inventory for the Consultant to migrate to the new solution. While this inventory is not complete, it does provide a good starting point for the new system.

iii. KeepTraK

KeepTraK is used to track work orders for the wastewater treatment plants and pump stations. The City will provide an extract of the asset inventory for the Consultant to migrate to the new solution. While this inventory is not complete, it does provide a good starting point for the new system.

iv.   ArcGIS Water Resources Service/Work Orders

Work items for Water Resource assets are currently tracked in GIS related tables which link to the GIS assets. This includes activities such as pipe cleanings, pipe videos (Granite XP), hydrant inspections/maintenance, hydrant flow tests, valve exercising, water breaks, etc. The City will provide the related tables for the Consultant to migrate into the new solution in order to preserve the work order history related to the assets.

Minimum Deliverable: Asset inventories / work order history loaded into CMMS / EAM solution

E. Implementation

Based on the Implementation Planning task, the Consultant will configure their solution to best support the functional and technical requirements presented in the system requirements, included as Exhibit F Functional Requirements and Exhibit G: Technical Requirements of this RFP as well as the information provided by stakeholders during the Implementation Planning task.

Minimum Deliverables: Initial configured cloud-based CMMS/EAM solution, Review sessions with all business units, Revisions based on feedback, Configured cloud-based CMMS/EAM solution.

F. System Integration

The CMMS / EAM solution must be capable of connecting to other City enterprise systems currently in use as shown below and further detailed in Exhibit H: System Integration Requirements. The selected Consultant will facilitate requirements gathering meetings with relevant City staff to define the appropriate integration and expected outcomes. The selected consultant will submit an Integration Plan that describes the process by which data will be shared between the CMMS / EAM solution and the City's existing systems on an ongoing basis. The City will review and ultimately approve the Integration Plan before the selected consultant will be authorized to proceed with the work.

i.   Existing Information Systems

The following table illustrates the variety of software systems currently being used to manage the diverse portfolio of assets. Refer to Exhibit H: System Integration Requirements to respond to the specific integration requirements. The systems that are identified for replacement will be replaced by the new CMMS / EAM solution.

System	Brief Description	Action
See Click Fix	Citizen service request portal	Integrate
FlexiBill	Utility billing, meter installs	Integrate
ArcGIS	GIS asset inventories	Integrate
Civic Rec	Park facility reservations	Integrate
New World	Financial system	Integrate
Open Gov	Permitting	Integrate
RTA	Fleet management	Integrate
Tree Works	Tree management	Integrate
PAVER	Pavement condition scores	Integrate / Replace

System	Brief Description	Action
Granite XP	CCTV pipeline inspection software	Integrate
Facility Dude	Facilities / Buildings work order management	Replace
GoCanvas	Inspection forms	Replace
KeepTraK	Wastewater treatment plant work order management	Replace
ManagerPlus	Water treatment plant work order management	Replace

Minimum Deliverables: Requirement meetings, Integration plan for each requested integration, Deployed integration solution.

G. User Acceptance Testing

The selected Consultant will develop a test plan to verify the solution meets all functional and technical requirements. The test plan will be executed and verified by the Consultant prior to providing to the City for use. The Consultant will facilitate user acceptance testing sessions for key City power users to walk through the test plan and verify that the configured solution meets the City's requirements. Any issues resulting from the test plan will be resolved by the Consultant. Training will not begin until the user acceptance testing has been successfully completed.

Minimum Deliverables: Test plan, User acceptance testing sessions, and Finalized Cloud-Based CMMS/EAM solution.

H. Training

The selected Consultant will provide training for City staff at City designated locations. It is expected that the selected Consultant will provide, at a minimum, training tailored for System Administrators, Power Users and End Users.

Training shall include system overviews, as well as detailed hands on training tailored to the City using the City's data and configured software platform. This shall be hands-on training led by a qualified software trainer. If the selected Consultant intends to utilize training methods such as remote web-based training, this shall be indicated in the response to this RFP.

Minimum Deliverables: Training Plan, Solution product guides, User guides, Onsite and/or Remote training.

I. Support and Maintenance

The selected Consultant will provide up to 60 days of support after each go live date to make requested minor changes to configurations, provide support and ensure a smooth transition.

The selected Consultant shall supply information about expected response time to technical inquiries and shall describe the process by which software patches and upgrades are distributed and applied to the software. The proposer must specify the nature of any post-implementation support provided, including but not limited to:

i. Telephone support, including toll-free support hotline; hours of operations; availability of 24x7 hotline, etc.
ii. Special plans defining levels of customer support.

    iii.   Delivery method of future upgrades and product enhancements, including historical frequency of patches/updates and version upgrades by module and anticipated release date of all planned future versions.

    iv.   Availability of user groups (national and regional).

    v.   Problem reporting and resolution procedures.

    vi.   Service levels for content management and quality control.

    vii.   Other support available (on-site, remote access, Website access to patches, fixes and knowledge based, etc.)

III.   <u>RESPONSE FORMAT</u>

Respondents are requested to structure their responses in four sections as further described under Section V. SUBMISSIONS:

    A. Qualifications
    B. Description of Software Solution
    C. Implementation Approach
    D. Completed Exhibits (including cost proposal)

Responses should be clear and concise and must contain a defined approach and specifically address the major components of work described in the Scope of Work.

Respondents are responsible for preparation of submission costs.

Responses must be submitted electronically in digital format (PDF) and not exceed 35 MB. The digital files, including the Excel spreadsheets **must be emailed to:**

> **Martha Keenan**
>
> **Capital & Asset Management Program Manager**
>
> **mkeenan@burlingtonvt.gov**

Respondents will receive a confirmation email when the submittal is successful received. Proposals submitted after the due date and time will be rejected and not considered.

<u>Questions</u> concerning this RFP must be made via email to Martha Keenan on or before October 13, 2020. Responses to all submitted questions will be posted at https://www.burlingtonvt.gov/RFP/rfp-cmms-eam by October 16, 2020. If it is necessary to amend this RFP, the City of Burlington will issue a formal written amendment.

IV. CONSULTANT SELECTION

Qualified firms will possess the software, technical expertise, management, staffing, references and prior experience required to successfully complete the work described in this RFP. A selection committee will be responsible for evaluating and ranking each response. The following guidelines will be used to evaluate the written responses.

A. *Advancement Selection Criteria (100 points possible)*

Criterion		Points
Functionality and Suitability	Ability of the system to meet City of Burlington's functional requirements. Capability to capture or improve current workflows.	35
Consultant Experience and References	Successful history of providing similar services to a similar size organization. Qualified and experienced project team. Feedback from references.	20
Implementation Approach	Alignment with scope or work, project goals and City expectations for training and support.	20
Cost	Overall value, which does not necessarily mean lowest cost.	15
Completeness and Quality of Response	Compliance with the response requirements and clarity of response	10

B. *Interview and Demonstration*

The top ranked firms will be invited for an interview and software demonstration using a City defined agenda and workflow scripts. Assume the interview / demo will be held remotely due to COVID-19 restrictions. Upon invitation, respondents will present to the Selection Committee. If selected for an interview, the respondent will be notified by email with the date, time, call-in information and any other pertinent information.

C. *Advancement*

The City intends to advance based on the quality of the overall proposal, not exclusively on cost or any other specific factor. The City reserves the right to amend, modify, reject, negotiate, or accept any bin in whole or in part at its sole discretion.

V.   SUBMISSIONS

The purpose of the written technical proposal is to demonstrate the qualifications, competence, and capacity of the respondent in conformity with the requirements of this RFP. The qualifications and technical proposal further described below shall demonstrate the experience of the firm and the qualifications of the particular staff identified for the project. Specific response requirements are as follows.

A. *Qualifications*

i.   Cover Letter

Include a statement of understanding of this project that describes the respondent's understanding of the project. Include any unique qualifiers, collaborative approaches and/or innovative thinking the firm would bring to the project.

ii.   Team Introduction and Qualifications

At a minimum, this section should include:

a. Description of the respondent's firm, including years in existence, structure and composition.
b. Explanation of partnerships, if any, that have been or will need to be made in order to complete the work.
c. Organization chart, illustrating Project Manager, task leads, and specific individuals who will be assigned to the work. Include their office location, primary role(s), and estimated percentage of time available for this project.
d. Resumes for Project Manager and key project team members detailing expertise and experience in assigned roles

iii.   Relevant Experience

A minimum of five (5) projects detailing completed, similar or relevant project experience that the respondent has completed in the last five (5) years, preferably for similarly sized municipalities. Respondents are encouraged to include projects that involved members of the proposed project team and were performed for similar municipal or other governmental clients. Relevant experience must include software implementation, system integrations, data migration and training services.

iv.   References

Provide a minimum of three (3) client references of similar size (population of 40,000 - 75,000) and scope completed within the past three (3) years. Reference name, title, phone number and email must be included as well as a description of services provided.

B. *Description of Software Solution*

i.   Software Information

Clearly and succinctly describe the functionality, features, and capabilities of the proposed CMMS/EAM solution in narrative format with graphical elements. This is also meant to provide an understanding of the overall solution, architecture and framework.

The Software Information section should not exceed ten (10) pages in length.

ii.   Requirements

Responses to the functional, technical and system integration requirements listed in Exhibit F Functional Requirements, Exhibit G: Technical Requirements and Exhibit H: System Integration Requirements must be provided electronically in Microsoft Excel readable format. Responders shall

use the format provided and add explanatory details as necessary. The Computerized Maintenance Management System/Enterprise Asset Management Key Requirements are not a comprehensive list of all Burlington's CMMS requirements, but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contracts.

Software applications that are missing a significant number of key features and technology preferences may be eliminated from consideration.

Responders must *__provide a rating and a comment for every line item__*. The comment should include a __brief explanation__ of how the item is supported. **Please *__do not modify the format__*, font, numbering, etc. of this form**. If a submitted response includes blank responses the document may be eliminated from consideration. Apply the following rating system to each line item requirement:

Yes	The functionality is provided out of the box with the proposed solution. This functionality may require configuration of the solution.
3rd Party	The functionality is supported by 3rd party software. Describe the other software and how it works with your solution.
Custom	The functionality requires customization to the proposed solution.
Not Supported	The functionality is currently not supported with the proposed solution and there are no plans to support in the future.

C. *Implementation Approach*

A detailed description of the proposed work and methods to be used, including any variances due to COVID-19. The implementation approach should include tasks to be performed and associated deliverables and City participation requirements as described in Section II – Scope of Work. Please include any information your firm will require from the City of Burlington to address the requirements of this RFP.

A proposed implementation schedule with key milestones should be provided.

The Implementation Approach section should not exceed ten (10) pages in length.

VI. EXHIBITS

Bid documents include this main body of the request for proposals and all exhibits as stated below:

a. Exhibit A: Draft Contract
b. Exhibit B: Burlington Standard Contract Conditions
c. Exhibit C: Burlington Livable Wage Ordinance Certification
d. Exhibit D: Burlington Outsourcing Ordinance Certification
e. Exhibit E: Burlington Union Deterrence Ordinance Certification
f. Exhibit F Functional Requirements
g. Exhibit G: Technical Requirements
h. Exhibit H: System Integration Requirements
i. Exhibit I: Cost Proposal Form

The Cost Proposal will consist of the completion of Cost Proposal Form found in Exhibit I: Cost Proposal Form in this RFP. In addition to these forms, the Cost Proposal must include a transmittal letter signed by an individual who is authorized to enter into contractual relationship. The transmittal letter shall include any assumptions that were used to develop the fee, including applicable pricing discounts and the terms of the fee quotation. The fee proposal must be valid for a minimum of 180 days.

VII.   CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service - 711; web site: https://www.sec.state.vt.us/. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Burlington Consultant Conditions (Exhibit B in this RFP). The certificate of insurance coverage shall be documented on forms acceptable to the City.

If the award of the contract aggrieves any firms, they must appeal in writing to the City. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

VIII.   AGREEMENT REQUIREMENTS

The selected consultant will be required to execute a contract with the City on the terms and conditions required by the City, including but not limited those in the Burlington Consultant Conditions (Exhibit B in this RFP) and the attached Draft Agreement.

IX.   LIMITATIONS OF LIABILITY

The City assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

X.   COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The City will not reimburse any person or entity for any costs incurred.

XI.   INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of the City. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the City, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to the submission of the response.

XII.   REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that proposal is not the lowest bid. The City reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the City to award a contract.

XIII.   OWNERSHIP OF DOCUMENTS

Any materials submitted to the City in response to this Request for Proposals shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

XIV.   DUTY TO INFORM CITY OF BID DOCUMENT ERRORS

If bidder knows, or has reasonable cause to believe, that a clearly identifiable error or omission exists in bid documents, including but not limited to unit prices and rate calculations, bidder shall immediately give the City written notice thereof. Consultants shall not cause or permit any work to be conducted which may related to the error or omission without first receiving written notice by the City that City representatives understand the possible error or omission and have approved of modifications to the bid or contract documents or that Consultant may proceed without any modification being made to the bid or contract documents.

XV.   PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

XVI.   PUBLIC HEALTH EMERGENCIES

Bidders are advised that public health emergencies, as declared by the City, the State of Vermont, or the Federal Government, including the current pandemic of Novel Coronavirus (COVID–19), may introduce significant uncertainty into the project, including disruption of timelines or revised practices. Consultants shall consider public health emergencies as they develop project schedules and advance the work.

The City may require a public health emergency plan be submitted as part of the bid. This plan will contain:

1) Measures to manage risk and ensure that potential impacts to safety and mobility are mitigated in accordance with health and safety standards and guidelines proposed by local, state, and federal agencies (see attached Draft Contract, Sections 21);

2) A schedule for possible updates to the plan in advance of the start of work (see attached Draft Contract, Section 21); and

3) Means to adjust the schedule and sequence of work should the emergency change in nature or duration.

The City will have sole discretion to approve, deny, or require changes to this plan as a condition of consideration of the bid. While the Consultant is responsible for ensuring that the project or site is stable and in a safe and maintainable condition, the City will have the right to inspect all preparatory, in-progress, and final work to ensure compliance with health and safety standards and may at any time require the Consultant to stop work until it becomes compliant.

If a public health emergency is declared, the City will not be responsible for any delays related to the sequence of operations or any expenses or losses incurred as a result of any delays. Any delays related to public emergencies, including the current pandemic of Novel Coronavirus (COVID-19), will be excusable, but will not be compensable.