

**Town of East Montpelier**

**REQUEST FOR QUALIFICATIONS**

Engineering Studies, Design and Permitting

SOQ Deadline: 4:00 p.m. April 21, 2014

**East Montpelier STP BIKE (63) Village Safety Improvement Project**

The Town of East Montpelier (Town) is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultant)s for engineering services for the construction of sidewalk systems along US Route 2 within the Town of East Montpelier. The Town is seeking a Consultant with expertise in designing, engineering and permitting such a project as outlined in project description below through the Vermont Agency of Transportation (VTrans), Local Transportation Facilities (LTF) development process.

The VTrans LTF Guidebook is available for download at:

<http://vtransengineering.vermont.gov/sections/ltf/general/guidebook>

The procurement process for selection of the Consultant will be a Qualifications Based Selection (QBS). We are not seeking a detailed scope of work or cost proposal at this time. The successful Consultant will be selected based upon their demonstrated ability to provide the highest qualified team to achieve the goals of the project through their SOQ and possible interview with the selection committee.

**Project Development**

Through a cooperative agreement between the Town and VTrans, the Town will manage the project while the VTrans LTF Section administers funding and reviews project material for compliance to Federal and State standards and policy's as laid out in the LTF Guidebook.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of East Montpelier Selectboard.

The Selectboard has hired a Municipal Project Manager (MPM), Kevin Russell of Community Development Services in Waitsfield:

Kevin Russell  
(802) 496-7877  
kevinrussell@gmavt.net

Kevin will be supported by sub-consultant, RSG of White River Junction, throughout the project. The Consultant will work directly with the MPM throughout the development process.

The project will be developed according to the guidelines established by the VTrans LTF Program. Questions related to the LTF project development process can be answered by the LTF Project Representative:

Nancy L. Avery  
VTrans LTF

One National Life Drive  
Montpelier, VT 05633-5001  
(802) 828-5608  
nancy.avery@state.vt.us

The lead local contact and administrative support for the project is:

C. Bruce Johnson, East Montpelier Town Administrator  
40 Kelton Road, PO Box 157  
East Montpelier, VT 05651  
(802) 223-3313 x 204  
eastmontadmin@comcast.net

### **Project Requirements**

All work will be accomplished in accordance with the following:

- VTrans CADD Manual / MicroStation format
- Consultant Contract Provisions dated October 1998  
(from LTF Guidebook on VTrans' web site)
- LTF Guidebook and appendices
- LTF Project Development Process

### **Project Description**

The East Montpelier Safety Improvement Project will design and construct pedestrian and bicycle improvements along the VT Route 14 and US Route 2 corridor in East Montpelier Village, between the southern and northern intersections of Route 14. A preferred alternative alignment includes a cement concrete sidewalk with granite curbing along the west side of Route 2 including a crosswalk across Quaker Road, and a mid-block crosswalk across Route 2 at the Post Office connecting to a new sidewalk on the east side of Route 2 that will connect to the current sidewalk section at the northern end. The use of curbing will require modifications to the storm drainage system. In addition to the sidewalk, the roadway will be widened to accommodate adequate bicycle lanes. The project will require careful coordination with underground and overhead utilities. Final determination of the alignment, layout and design of the sidewalk will require careful coordination with VTrans.

### **History of the Project**

The Town of East Montpelier continues to experience changes along the Routes 2 & 14 corridor. To confront the rapid changes and the ever-increasing dominance of motorized traffic going through the village, the residents established the East Montpelier Village Committee. This committee robustly embarked on a series of village enhancements including a recent study to improve the safety of bicyclists and pedestrians and was successfully awarded the VTrans Bicycle and Pedestrian grant to carry out improvements defined in the study.

Recently, the northern US Route 2/VT Route 14 intersection was reconstructed with a new geometry, signal system and pedestrian accommodations. However, the new pedestrian system improvements were limited to the north end of the village without connectivity to active destinations along the Routes 2 & 14 corridor such as the post office, store and other businesses. Currently the southern US Route

2/VT Route 14 intersection and connected Route 14 bridge is under re-development by VTrans with proposed intersection improvements, pedestrian facilities on soon-to-be-rebuilt bridge, and a crosswalk to a pedestrian landing on the west side of Route 2. The East Montpelier Village Safety Improvement Project will design and construct improvements between these two intersections including sidewalks, bike lanes, crosswalks, traffic calming features, drainage improvements and aesthetic enhancements.

### **Qualifications - Based Selection Process (QBS)**

Engineering services for this project will be procured through a qualifications-based selection process (QBS) process as determined by the Brooks Act (Public Law 92-582). This Request for Qualifications (RFQ) is a solicitation for a Statement of Qualifications (SOQ) from qualified firms. We are not seeking a scope of work or cost proposal at this time. For more information on the QBS process please contact VTrans, LTF Section, One National Life Drive, Montpelier, VT 05633-5001.

### **Submission Requirements**

Please furnish six (6) paper copies and two (2) digital copies of the Statement of Qualifications with pages numbered consecutively.

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's qualifications to perform planning, permitting, designing and engineering services for the East Montpelier STP BIKE (63) Village Safety Improvement Project. SOQ's should include the proposed project team, technical abilities, examples of previous projects, references, a proposed schedule and any other information that you consider important. SOQ's should also include provisions for the archeological and historic review components of the project and qualifications of all proposed sub-consultants.

We are not seeking a detailed scope of work or cost proposal at this time.

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all SOQs received as a result of this solicitation or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town. This RFQ in no way obligates the Town to award a contract.

### **Submission Schedule**

SOQ Deadline: 4:00 p.m. April 21, 2014

Statements of Qualifications are to be submitted to:

C. Bruce Johnson, Town Administrator  
40 Kelton Road, PO Box 157  
East Montpelier, VT 05651

SOQs must be received at the Town offices no later than **4:00 p.m. on April 21, 2014**. SOQs received after the deadline will not be accepted. Questions will be answered up to April 15, 2014 after which a compiled list of all questions asked and answers will be furnished to all interested Consultants. If the Selection Committee decides to interview the highest ranked responders, the appropriate firms will be

informed within three weeks of the submission date. Interviews with selected Consultants may begin shortly afterward and the selection of the most qualified firm and negotiations with that firm is anticipated to conclude sometime in June 2014. An anticipated start date for the project would be July 1, 2014. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of East Montpelier Selectboard.

**Selection**

The Selection Committee includes the MPM, Town representatives and the VTrans Project Representative. They will review and evaluate each statement of qualifications, based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may decide to shortlist the highest ranked firms and request interviews, if it is deemed necessary in order to choose the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required and negotiations will begin with the top-ranked firm. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated.

**Criteria for Selection**

The following criteria, as a minimum, will be used to evaluate qualifications:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	3	5	15
Knowledge of the Project Area	2	5	10
Availability of Technical Disciplines	4	5	20
Qualifications / Experience of Proposed Staff	2	5	10
Ability to Meet Schedules & Budgets	2	5	10
Past Performance on Similar Projects	5	5	25
Knowledge of Federal and State Standards and Policies	2	5	10
<b>TOTAL</b>			<b>100</b>

**Contract Requirements**

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, 26 Terrace Street, Montpelier, VT 05609-1104. The telephone number is (802) 828-2386. 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.

The Prime Consultant and any Sub-Consultants must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial

information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the SOQ if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website:

[www.aot.state.vt.us/conadmin/relateddocs.htm](http://www.aot.state.vt.us/conadmin/relateddocs.htm)

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the Consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all Consultants will make good faith efforts to solicit DBE sub-consultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Consultant Contract Provisions located in the Local Transportation Facilities Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded Consultant propose any substitutions to the project personnel they must submit a letter to the Town requesting approval of such a change. This change will also need to be approved by VTrans.

The solicitation of proposals in no way obligates the Town to award a contract.

### **Appeal Process**

If the award of the contract aggrieves any firms, they may appeal in writing to:

Town of East Montpelier Selectboard  
40 Kelton Road, PO Box 157  
East Montpelier, VT 05651

The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the East Montpelier Selectboard is final.

All questions related to this RFQ shall be directed to the MPM:

Kevin Russell of Community Development Services, Waitsfield  
(802) 496-7877  
kevinrussell@gmavt.net

Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

Sincerely,

Kevin Russell, Municipal Project Manager