

**Town of Middlebury
Request for Qualifications**

Engineering and Design Services

Middlebury STP BP13(11) Middlebury Exchange Street Bicycle and Pedestrian Design and
Construction Project

Proposal must be received by: Friday, May 22nd, 2015 at 4:00 p.m.

INTRODUCTION

The Town of Middlebury has a VTrans grant to design and construct improvements to install 1,200 linear feet of sidewalk and associated curbing on Exchange Street in Middlebury. It hereby requests Statements of Qualifications from qualified consulting teams (Consultant) to work with the MPM to develop scoping designs, hold public hearings, secure rights of way and permits, and create engineering plans to bid and construct the proposed bicycle and pedestrian improvements. The Consultant must be familiar with the guidelines in the Vermont Agency of Transportation (VTrans) Municipal Assistance Bureau (MAB) Guidebook. The procurement process for selection of the Consultant will be based on responses to this Request for Qualifications (RFQ). The Consultant will be selected based upon their demonstrated ability to achieve the goals of the project through their proposals.

PROJECT DEVELOPMENT

This project will be developed pursuant to a Cooperative Agreement between the Town of Middlebury and Vermont Agency of Transportation, Agreement #CA0375. The owner of the project is the Town of Middlebury. The sole authority for the consultant during the project rests with the Middlebury Selectboard.

Middlebury has hired the Addison County Regional Planning Commission to serve as the Municipal Project Manager (“MPM”) for the Town. The Consultant shall report to the MPM, with the final plans to be approved by the Town of Middlebury Selectboard. The lead local contact and administrative support person for the project is:

Adam G. Lougee, MPM
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, Vermont 05753
(802) 388-3141
E-mail: alougee@acrpc.org

PROJECT REQUIREMENTS

The project has been awarded a grant from the Vermont Agency of Transportation, Agreement #CA0375, which includes 80% funding from the Federal Highway Administration. The Project must be developed according to the guidelines established by the Vermont Agency of Transportation (VTrans), Municipal Assistance Bureau (MAB), which will administer funding

and review project material for compliance to federal and state standards and policies in accordance with:

- The Local Projects Guidebook, including Consultant Contract Provisions and the Project Development Process contained within the guidebook;
- The Cooperative Agreement between VTrans and Town of Middlebury; and
- VTrans' procedures for selecting Consultants and specifications for consultant services, including customary state contract provisions.

All work performed under the contract shall be designed in accordance with the VTrans CADD Manual/Microstation format, as necessary. Questions related to the MAB project development process can be answered by:

Christopher Rea
Municipal Assistance Bureau
Highway Division
VT Agency of Transportation
1 National Life Drive
Montpelier, VT 05633-5001
Ph: 802-828-0583
E-mail: chris.rea@state.vt.us

PROJECT DESCRIPTION/SCOPE OF WORK

Phase 1 of the Middlebury Exchange Street Sidewalk Project (“Exchange Street Sidewalk Project”) will include the design and construction of 1,200 linear feet of sidewalk and any associated curbing to be located on Exchange Street in Middlebury from approximately the Intersection of Exchange Street with Elm Street extending 1,200 linear feet north onto Exchange Street. The Scope of work involved in designing and constructing this project will generally follow the Scope of Work for Design Engineers contained in Appendix C of the Municipal Assistance Bureau Local Projects Guidebook Appendices (2104). Preliminary scoping for the project was conducted in a study for the Town of Middlebury and the Addison County Regional Planning Commission by Otter Creek Engineering dated August, 2012. Copies of the study, which describe the project in greater detail, are available at:

http://54.172.27.91/transportation/bikeped/MBRY_ExchangeSt_Pedestrian_20120831.pdf

QUALIFICATIONS BASED SELECTION PROCESS (QBS)

Engineering services for this project will be procured through a qualifications - based selection process (QBS) 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 refer to the VTrans Local Projects Guidebook.

SUBMISSION REQUIREMENTS

Please furnish five (5) 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 Exchange Street Sidewalk 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.

All Statements of Qualification will become the property of the Municipality upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The Municipality reserves the right to reject any and all Statements of Qualification received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the Municipality. This Request for Qualifications in no way obligates the Municipality to award a contract.

SUBMISSION SCHEDULE

Statements of Qualifications (SOQ) are to be submitted to:

Adam G. Lougee, MPM
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, Vermont 05753

SOQ's must be received at the Municipal Project Manager's offices no later than **4:00 p.m. on Friday, May 22nd, 2015**. SOQ's received after the deadline will not be accepted. Questions will be answered up to Friday, May 8th, after which a compiled list of all questions asked and answers will be furnished to all interested consultants. It is the goal of the Municipality to review the Statements of Qualifications and the Selection Committee to meet collectively and choose the three most qualified firms within three weeks of the submission deadline. 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. An anticipated start date for the project would be **July 1, 2015**. Notification to all responding firms of the selection will follow immediately upon the decision of the Municipal Selectboard to accept the contract negotiated by the selection committee.

SELECTION PROCESS

The selection committee includes the Middlebury Town Manager, a representative or designee of the Middlebury Selectboard, the MPM, and the VTrans Project Manager. They will review and evaluate each statement of qualifications, based on the criteria below. Firms will then be ranked accordingly. The selection committee may interview the top three firms 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 x	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 and Budgets	2	5	10
Past Performance on Similar Projects	5	5	25
Knowledge of Federal and State Standards and Policies	2	5	10
TOTAL			100

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, 109 State Street, Montpelier, VT 05609-1104. The fee is \$20.00. 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.

A completed copy of the Agency's Form AF38 will also be required prior to being awarded a contract. One copy of this financial information for the prime consultant as well as one copy of the financial information for each firm designated as a sub-consultant. The information submitted shall meet the requirements of Form AF38 at a level commensurate with the anticipated magnitude of each sub-consultant's proposed work. Complete audited financial statements, balance sheets, etc. do not need to be submitted, if that information is on file with VTrans. Please note in the SOQ if this information is on file with VTrans.

Additional contract requirements are in the "Specifications for Contractor Services" found in Appendix E of the Local Projects Guidebook, which will be incorporated in the contract with the successful consultant.

All prospective consultants and sub-consultants must be on the VTrans qualified list, or found eligible for addition to that list.

The Consultant awarded this contract shall be responsible for furnishing the Municipality with independently prepared, properly supported indirect cost rates in accordance with the cost principles contained in 48 CFR Part 31 for all time periods covered by the contract.

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 “Specifications for Contractor Services” located in the Local Projects Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the Municipality.

APPEAL PROCESS

If the award of the contract aggrieves any firms, they may appeal in writing to the Middlebury Selectboard, 94 Main Street Middlebury, Vermont 05753. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Municipal Selectboard is final.

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

Adam G. Lougee, MPM
Addison County Regional Planning Commission
14 Seminary Street
Middlebury, Vermont 05753
(802) 388-3141
E-mail: alougee@acrpc.org

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

Sincerely,
Adam G. Lougee,

Municipal Project Manager on behalf of the Town of Middlebury