

REQUEST FOR QUALIFICATIONS

Engineering Studies, Design and Permitting

Thetford Village Pedestrian Improvements – STP 0180(10).

The Town of Thetford is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for design and construction of a parking area and associated signage for a trailhead at the Thetford Elementary School parking lot in the Town of Thetford. The Municipality is seeking a Consultant with expertise in designing, engineering and permitting. 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 Grant Agreement between the Municipality and the Vermont Agency of Transportation (VTrans), the Municipality will manage the project while the VTrans Municipal Assistance Bureau administers funding and reviews project material for compliance to Federal and State standards and policy's as laid out in the Local Projects Guidebook.

The owner of the project is the Municipality and the sole authority for the Consultant during the project rests with the Town of Thetford.

The Municipality has hired a Municipal Project Manager (MPM), Rita Seto, Senior Planner, Two Rivers-Ottawaquechee Regional Commission, 128 King Farm Road, Woodstock, VT. Phone 802-457-3188 or email rseto@trorc.org. The consultant will work directly with the Municipal Project Manager throughout the development process.

The project will be developed according to the guidelines established by the VTrans Municipal Assistance Bureau. Questions related to the project development process can be answered by VTrans Project Supervisor:

Rachel Beauregard
Municipal Assistance Bureau
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001
802-828-5608
Rachel.Beauregard@vermont.gov

The lead local contact and administrative support for the project is Mary Ellen Parkman, Zoning Administrator, Town of Thetford, 3910 VT Route 113, Thetford, VT – phone (802) 785-2922 x 3 or email zoning@thetfordvermont.us.

All technical questions related to this RFQ should be directed to the MPM.

Project Requirements

All work will be accomplished in accordance with the following:

- Specifications for Contractor Services
(from Appendix E of the Local Projects Guidebook on the VTrans web site).
- Local Projects Guidebook
- Local Projects Development Process

Project Description

The purpose of the pedestrian enhancement is to develop a parking area for a trailhead at the Thetford Elementary School parking lot. In 2009, the Town was awarded earmark funds through the Federal Highway Administration Department of Transportation for the construction of Thetford Village Pedestrian Improvements. After a long and well-populated set of hearings as to how best to deliver this public good, the Town decided to put together a Master Trails Plan (Phase 1) providing options for future trail routes, increasing opportunities for Thetford residents to enjoy the wilderness by foot. The Thetford Hill to Thetford Center (Phase 2) route was identified in this plan as the most desired and most immediately practicable route. The scope of this project is focused on designing and constructing a trailhead at the Thetford Elementary School parking lot.

Several identified key elements important to this project are:

- Re-evaluating the parking/pedestrian circulation plan where the trailhead will be located
- Designing and permitting the parking area for trailhead parking

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 six (6) hard copies, and one electronic copy, 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 Thetford Trailhead. 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: Mary Ellen Parkman, Zoning Administrator, Town of Thetford, 3910 VT Route 113, Thetford, VT.

SOQ's must be received at the Municipal offices no later than **1:00 p.m. on June 24, 2016**. SOQ's received after the deadline will not be accepted. Questions will be answered up to June 13, 2016, 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 on **July 8, 2016**. Notification to all responding firms of the selection will follow immediately upon the decision of the Municipality of Thetford Selectboard.

Selection

The Selection Committee includes the MPM, Municipality & other local or regional representatives. 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	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
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 Town of Thetford Selectboard, PO Box 126, Thetford Center, VT 05075. 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, Rita Seto, 128 King Farm Road, Woodstock, VT. Phone (802) 457-3188 or email rseto@trorc.org. Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

Sincerely,

Rita Seto, Municipal Project Manager

Task List for VTrans Municipal Assistance Bureau Projects

Project Development Tasks

1. **Project Kick-off**
 - a. Local Concerns Meeting

2. **Document Existing Conditions**
 - a. Topographic Survey
 - b. Updated Traffic/Accident Information
 - c. Soils Investigations/Parking Treatment Options
 - d. Critical Environmental Resources and Permit Requirements
 - e. Alternatives meeting

3. **Conceptual Design**
 - a. Municipal/Utility Concerns
 - b. Plan Development
 - c. Public Update Meeting
 - d. NEPA Documentation

4. **Preliminary Design**
 - a. Plan Development
 - b. Utility Conflicts
 - c. ROW Identification/Acquisition

5. **Final Design**
 - a. Permit Acquisition
 - b. Final Plans & Bid Documents
 - c. Contract Plans/Specifications/Estimate

6. **Construction**
 - a. Invitation for Bids
 - b. Bid Analysis
 - c. Pre-Construction Meeting
 - d. Construction Services