REQUEST FOR QUALIFICATIONS
Engineering Design Services
Route 4A West Sidewalk Project
Castleton, VT
VTrans Project # Castleton STP BP 13(10)

November 13, 2015

The Town of Castleton (Town) is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for the Route 4A West Sidewalk Project. The Town is seeking a Consultant with expertise in designing, engineering and permitting such a project. 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 the Vermont Agency of Transportation (VTrans), the Town will manage the project while the VTrans Municipal Assistance Bureau Local Projects Unit (MAB-LP) administers funding and reviews project material for compliance to Federal and State standards and policy's as laid out in the *2014 VTrans MAB Local Projects Guidebook for Locally Managed Projects*. A copy of the MAB Guidebook may be obtained at the VTrans MAB website, via the following link:

http://vtransengineering.vermont.gov/sites/aot_program_development/files/documents/ltf/Municipal%20Assistance%20Bureau%20-%202014%20Local%20Projects%20GuideBook.pdf

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

The Selectboard has hired a Local Project Manager (LPM) for this project:

Patrick Travers
Staff Sterling Management, LLC
65 Pearl Street
Grand Isle, Vermont 05458
Cell: (802) 782-3354
sptravers@myfairpoint.net

The consultant will work directly with the Local Project Manager throughout the project development process.

The project will be developed according to the guidelines established by the VTrans Municipal Assistance Bureau Local Projects Program.

All work will be accomplished in accordance with the following:

- *2014 VTrans MAB Local Projects Guidebook for Locally Managed Projects*
- MAB Project Development Process

- VTrans CADD Manual / MicroStation format, if necessary.
- VTrans Specifications for Contractor Services, dated June, 2014

Questions related to the MAB-LP project development process can be answered by the MAB Project Representative, John LaBarge, Project Supervisor, VTrans, MAB, One National Life Drive, Montpelier, VT 05633-5001 – phone (802) 828-3508 or email John.LaBarge@vermont.gov .

Project Description

The purpose of the project is to develop an approximately 2,750 foot-long sidewalk along the north side of Vermont Route 4A in the Town of Castleton. The project will start at the intersection of Drake Road, just west of Castleton Corners, and continue westward towards the Hydeville area of Castleton. Sidewalk shall be ADA compliant; five feet wide and constructed of concrete. Any other required appurtenances and improvements related to the creation of the sidewalk (driveway ramps, crosswalks, drainage improvements, etc.) shall also be incorporated into the project design.

This project will constitute Phase Two of a Town plan to create a network of sidewalks that will provide for and encourage safe pedestrian passage throughout the village areas of Castleton. Phase One, currently under design, will develop a new sidewalk along South Street, linking Castleton University to Castleton Village; along with a network of walks adjacent to Routes 4A and 30 in the densely settled Castleton Corners area. The proposed Phase Two will link into Phase One at the intersection of Route 4A and Drake Road and proceed westward from there.

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 contact the VTrans Municipal Assistance Bureau at One National Life Drive, Montpelier, VT 05633-5001.

Submission Requirements

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's credentials to perform planning, permitting, designing and engineering services for the Castleton Route 4A West Sidewalk Project. The SOQ should include the proposed project team, technical abilities, examples of previous projects, references, a proposed schedule and any other information that you consider important. Also included should be provisions for the archeological and historic review components of the project and qualifications of all proposed sub-consultants. Do not include a proposed Scope of Services or Cost Proposal within the SOQ.

The SOQ shall not exceed 20 pages of technical information. Included within this 20 page-limit would be any cover letter and anticipated project development schedule. Résumés of individuals to be assigned to the project, examples of prior projects and references for prior projects are not included in the 20 page-limit.

Firms choosing to submit a hard (paper) copy of their SOQ shall print their SOQ double-sided.

The cost of preparing, submitting and presenting their qualifications is the sole expense of the firm. The Town reserves the right to reject any and all Statements of Qualification 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 Request for Qualifications in no way obligates the Town to award a contract.

Submission Schedule

Statements of Qualifications (SOQ) may be submitted in either hard (paper) or electronic format.

Submission via hard format:

Should a firm choose to submit its SOQ in paper version; a total of **four copies** of that SOQ shall be mailed or physically delivered to the following address in a sealed opaque envelope:

Patrick Travers, LPM
Town of Castleton
1655 Main Street
PO Box 727
Castleton, Vermont 05735

The envelope shall be marked with:

Identification of envelope contents (SOQ)
Name and address of the consulting firm
Project name and number
Due date and time

Submission electronically:

Should a firm choose to submit its SOQ electronically via email; that SOQ shall be sent to the LPM, Patrick Travers, at the following email address:
sptravers@myfairpoint.net

It is the firm's responsibility to ensure that its SOQ is delivered to the LPM before the posted deadline. Due to occasional uncertainties with SPAM filters and other factors that may affect email transmissions; it is strongly urged that any firm that sends its SOQ package via email contacts the LPM via phone to confirm that its submittal was received by him. Contact the LPM at (802) 782-3354 for verification of receipt.

SOQ's must be received at the Town Offices or via email to the LPM no later than **1:00 PM on Tuesday, December 22, 2015**. SOQ's received after the deadline will not be accepted. Questions regarding this RFQ will be received by the LPM through the close of business on December 11, 2015; after which time an RFQ addendum will be issued that comprises a compiled list of all questions asked with answers to those questions. The addendum will be transmitted to all known interested consultants.

If the Selection Committee decides to interview the highest ranked SOQ's, 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 around January 15, 2016. An expected start date for the design contract would be February 1, 2016. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Castleton Selectboard.

Selection

The Selection Committee includes the LPM, the Castleton Town Manager, a member of the Castleton Selectboard and the VTrans Project Supervisor. Committee members 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	1	5	5
Availability of Technical Disciplines	3	5	15
Qualifications / Experience of Proposed Staff	4	5	20
Reasonableness of Proposed Project Dev. Schedule	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:

All design work will be in accordance with the current edition of the VTrans Standard Specifications and the current edition of the General Special Provisions.

Prior to beginning any work, the consultant shall provide proof of insurance coverage in accordance with the Contract Provisions.

Prior to execution of a contract with the selected consultant, the consultant shall apply for registration with the Vermont Secretary of State to do business in the State of Vermont, if not already so registered. 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 selected consultant must have a current VTrans Form AF38 on file with VTrans prior to signing a contract. Any sub-consultants identified within the consultant's proposal must also have a current VTrans Form AF38 on file with VTrans. The information submitted shall meet the requirements of Form AF38 at a level commensurate with the anticipated magnitude of each consultant's proposed work. The AF38 form and any financial information should be submitted directly to the VTrans Audit Section. This information will be kept confidentially on file in the Audit Section. Please note in the technical proposal if this information is on file with VTrans. Form AF38 can be found on the VTrans website:

http://vtranscontracts.vermont.gov/sites/aot_contract_administration/files/documents/AF38revJUNE2011.pdf

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

Prior to execution of a contract, the consultant shall present an affidavit stating that they are not on the SAM / Federal Debarment List.

The consultant awarded this cost plus fixed fee contract shall be responsible for furnishing the Town of Castleton will 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 contract.

The maximum allowed fixed fee for the consultant will be 10%.

Appeal Process:

If the award of the contract aggrieves any proposer, he or she may appeal in writing to the Town of Castleton Selectboard. The appeal must be post-marked within fourteen (14) days following the date of written notice to award the contract. Any decision of the Town of Castleton Selectboard is final.