

REQUEST FOR QUALIFICATIONS
Engineering Studies, Design and Permitting

Essex Junction STP SDWK(14) & STP EH12(12) - Lincoln Street Sidewalks and Lighting Improvements Project

The Village of Essex Junction is requesting Statements of Qualifications (SOQs) from engineering firms (Consultants) for engineering services for the Lincoln Street Sidewalk and Lighting Improvements Project in the Village of Essex Junction. The Village is seeking a Consultant with expertise in surveying, engineering and permitting the project as presented in the Project Description below.

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 interview with the selection committee.

Project Development

Funding for this project is based upon cooperative agreements between the Village, CCRPC, and the Vermont Agency of Transportation (VTrans). The Village will manage the project while the VTrans Local Transportation Facilities Unit (LTF) 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 Village and the sole authority for the Consultant during the project rests with the Village of Essex Junction Trustees.

The Trustees have appointed a Local Project Manager (**LPM**), Darby E. Brazoski., 2 Lincoln St., Essex Junction, Vermont 05452 (802) 878-6944, or e-mail darby@essexjunction.org. The consultant will work directly with the Local Project Manager throughout the development process.

The project will be developed according to the guidelines established by the VTrans Local Transportation Facilities Program. Questions related to the LTF project development process can be answered by VTrans Project Supervisor, Ande DeForge, VTrans, LTF, One National Life Drive, Montpelier, VT 05633-5001 – phone 802-828-3975 or email ande.deforge@state.vt.us

The lead local contact and administrative support for the project is David A. Crawford, Manager, Village of Essex Junction, 2 Lincoln St. Essex Junction, VT 05452 – phone (802) 878-6944 or email dave@essexjunction.org.

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

Project Requirements

All work will be accomplished in accordance with the following:

- All CADD will utilize AutoCAD format
- Consultant Contract Provisions dated October 1998
(from LTF Guidebook on Agency's web site).
- LTF Guidebook
- LTF Project Development Process

Project Description

The purpose of the Lincoln Street Sidewalk and Lighting Improvements Project is to improve pedestrian access along the west side of Route 2A from the North Street intersection to St. James Place. Sidewalk currently only extends to the intersection with North Street. This project would install new curb and sidewalks on the north side of North Street and extend new curb and sidewalk to St. James Place on the west side of Lincoln Street (Route 2A). New gas lamp style lights and wired conduits will also be installed. The new lights will be installed from North Street to St. James Place behind the new sidewalks.

Lincoln Street is an important pedestrian route due to the location of several schools in the vicinity. St. James place also serves as an important pedestrian route for both the Champlain Valley Exposition and Essex High School, but there is currently no formal pedestrian route to reach it along this heavily traveled roadway. The current lighting along this section of Lincoln Street is provided by cobra head style lights sporadically placed on utility poles. This project will greatly improve pedestrian safety and comfort in the Village.

The project will include the following key features:

- Remove existing concrete curbing
- Installation of new curbing
- Installation of new sidewalks
- Installation of new street lighting
- Drainage structure improvements

Several identified important elements to this project are:

The construction work is desired to be scheduled to occur after school is out for summer break but prior to the commencement of fair week on the last weekend in August.

The Target Timeline is as follows:

<u>EVENT / TASK</u>	<u>TARGET DATE</u>
RFQ advertized & sent to Consulting Engineers	February 28, 2012
RFQs Submission Deadline	March 28, 2012
Committee Members Individually Rank RFQs (Week of)	April 2, 2012
Committee meets to Determine Short List (Week of)	April 9, 2012
Committee Interviews Short List (Week of)	April 16, 2012
Trustees Approve Design Engineer	April 24, 2012
Manager Negotiates Consulting Agreement (Week of)	April 30, 2012
Design Engineer Starts Work	May 7, 2012
Design Engineer Completes Work (4 Months)	September 7, 2012
VTrans Reviews Bid Documents (4 Months)	January 7, 2013
Construction Bids Advertised	February 1, 2013
Construction Starts	June 1, 2013

Unless otherwise specified, six (6) copies of all plans and documents will be submitted for review throughout the course of the project.

History of the Project

This project continues streetscape improvements that have been made to the Five Corners intersection, Park, Main, Lincoln, Maple and Pearl Streets and Railroad Avenue. It is the ultimate goal of the Village to continue and connect the improvements made in the vicinity of the Five Corners with the improvements that will be made as a part of this project. The funding for this project comes from two separate grants awarded to the Village. Additional project funding of 20% will be provided by the Village of Essex Junction.

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 VTrans, LTF, One National Life Drive, Montpelier, VT 05633-5001.

Submission Requirements

Please furnish seven (7) 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 survey, engineering, and permitting, services for the Lincoln Street Sidewalk and Lighting Improvements project. SOQ's should include a description of the proposed project team, technical abilities, examples of previous projects, references, a statement regarding the ability to meet the proposed schedule and any other information that

you consider important. The SOQ should clearly identify the Project Manager, that person's qualifications and a statement that this person will be assigned to this role for the entire duration of the project. 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 Village upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The Village 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 Village. This Request for Qualifications in no way obligates the Village to award a contract.

Submission Schedule

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

David A. Crawford, Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

SOQ's must be received at the Village offices no later than **4:00 p.m. on March 28, 2012.** SOQ's received after the deadline will not be accepted. Questions will be answered up to March 23, 2012 after which a compiled list of all questions asked and answers will be furnished to all interested consultants. It is the goal of the Village to review the Statements of Qualifications and the Selection Committee to meet collectively and choose the three most qualified firms within one week of the submission deadline. Interviews with selected consultants will begin shortly afterward and the selection of the most qualified firm and negotiations with that firm is anticipated to conclude on April 30, 2012. An anticipated start date for the project would be May 7, 2012. Notification to all responding firms of the selection will follow immediately upon the decision of the Village of Essex Junction Trustees.

Selection

The Selection Committee includes the LPM, key Village staff, and the VTrans Project Supervisor, Ande DeForge. 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	2	5	10
Knowledge of the Project Area	5	5	25
Qualifications / Experience of Proposed Staff	4	5	20
Ability to Meet Schedules & Budgets	3	5	15
Past Performance on Similar Projects	3	5	15
Knowledge of Federal and State Standards and Policies	3	5	15
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 VTrans 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.

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 Village 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 Consultant Contract Provisions located in the VTrans Local Transportation Facilities Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the Village.

Appeal Process

If the award of the contract aggrieves any firms, they may appeal in writing to the Village of Essex Junction Trustees, Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452. 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 Village Trustees is final.

All questions related to this RFQ shall be directed to the LPM, Darby E. Brazoski, 2 Lincoln St, Essex Junction, Vermont 05452, (802) 878-6944, or e-mail darby@essexjunction.org. Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

Sincerely,

Darby E. Brazoski.
Local Project Manager

SCOPE OF WORK

While specific scope and cost proposals are not being requested as a part of this RFQ, the anticipated tasks to be provided by the selected firm are presented below to assist in understanding of the project scope.

General Scope of Work

- **Background and Reference Materials:** This scope of work covers all the steps noted in the *VTrans Local Transportation Facilities Guidebook dated April, 2009*.
- **Project Limits:** The project will take place within the Lincoln Street (Route 2A) right of way between North Street and St. James Place.
- **Coordination/Documentation:** All project meetings and telecommunications will be documented and paper documents will be sent in four copies to the LPM and possibly others as directed. A project file will be maintained with all pertinent correspondence.
- **Project Status Updates:** Monthly project updates will be generated and sent by email to the Local Project Manager (LPM), LTF Project Manager (LTFPM), the Village Manager, and other individuals as directed.

PHASE A-PROJECT DEFINITION WORK TASKS

1. **Pre-design Conference:** An initial meeting with the LPM, LTFPM and Project Team will take place and the anticipated scope of services will be discussed and clarified.
2. **Local Concerns Meeting:** A Local Concerns Meeting will be held to present the project concepts and solicit input from the public.
3. **Data Collection:**

Topographic Survey will be collected by the selected consultant and followed by the plotting of a base plan. Prior to the survey, individual property owners will be notified by letter written on Village letterhead which introduces the surveyors and informs the property owners of the survey schedule. The survey data will include the utility poles and existing storm drainage system as well as any utilities that are present within the immediate project limits. At least three control points and two benchmarks will be set during the field survey for use during construction of the project.

The survey will be performed to VTrans Standards. The survey data will be imported into an AutoCAD format using current VTrans Standards and will create a 3-dimensional digital terrain model (DTM) as well as an annotated base plan showing all the existing detail.

Three copies of the survey plots will be provided to the LPM at a minimum of 1" = 20' scale. After the initial plot, an engineering field review will be completed to verify the survey plot and to identify additional engineering related survey needs. The existing

Right-of-Way (ROW) will be depicted on the plan. Approximate existing property lines and owners names will be added to the base plan based on available electronic tax map information.

Updated Traffic/Accident Information will be obtained. Accident information will be solicited from the Town of Essex Police Department and State. This information will be helpful in determining the design parameters.

Critical Environmental Resources and Permit Requirements: Complete field research and a site review to identify potential constraints such as historic districts, structures or properties, hazardous waste, and archaeologically sensitive areas. If archaeological field investigations become necessary, a separate budget request will be made at the time the required scope is identified. State and local permit related needs will be investigated to determine the implications related to various design options, cost and the project schedule.

Identification of Potential Permits Required and Identify Key Permitting Issues: Contact will be made with State and local agencies to identify what permits may be needed for the project and to the extent possible, identify key issues. A list of the permits will be prepared along with a schedule for submittal and review.

4. **Initiate Conceptual Design:** Upon completion of the field survey, the conceptual design will be advanced to identify the major project design challenges. This work will include creating a template that will allow for modeling and developing proposed slope limits then completing several critical cross sections to depict potential impacts to utility poles, trees, fences etc that will need to be addressed. In addition, consideration will be given to potential storm water treatment related grading that will further extend the slope limits in certain areas.
5. **Village and Utility Officials Meeting:** Arrange a meeting with key Village officials. A representative(s) from the affected utility companies will need to be invited. The meeting purpose will be to discuss project conflicts with existing utilities and agree upon resolutions.
6. **Public Update Meeting:** A public meeting will be held to update abutters and other interested parties on the project status and to get input on other issues that will be considered during the design process. A Notice of the Meeting will be created and mailed to the abutters. The Village will update the abutter mailing list prior to the notices being sent out. The Village will be responsible for advertising the meeting in local media.
7. **Conceptual Plans Development:** Conceptual Plans will be developed according to the LTF guidelines. During the plans development, it is anticipated that two meetings will be required with the LPM, LTFPM, Village Officials and other affected parties, if necessary to present various design options to address items such as sidewalk treatment, tree impact mitigation/avoidance options and other design related options for consideration. Stormwater concepts should also be presented on the conceptual plans. Coordination with ANR officials will be completed early and that input will be used as a basis for the design for those items that may exceed regulatory thresholds. Protection

measures for trees that can be saved and mitigation (plantings) for tree removals will be shown on the plans. Environmental permit related issues associated with the concept as well as a detailed construction cost estimate will be available to facilitate decision making. Once the plan package is completed, it will be submitted along with supporting documentation to the LPM, VTrans LTF Project Manager and the Village for review and comment. After comments are received, a Comment Review Meeting will be held to agree upon resolutions. The agreed to resolutions will then be incorporated into the Conceptual Plans. A set of Revised Conceptual Plans will then be submitted. A Public Information Meeting will then be scheduled to present the project. A Notice of the Meeting will be created and mailed to the abutters. The Village will be asked to update the abutter mailing list prior to the notices being sent out. The Village will be responsible for advertising the meeting in local media. Design Engineer will prepare meeting graphics and lead the presentation. It is assumed that any potential plan revisions associated with meeting input will be incorporated into the 60% Plans, as part of Phase B.

Plans and supporting data comparing design options for work session meetings.

- Meeting memos.
- Conceptual Plans (Title Sheet, Typical Sections including the proposed curb and walk section, Base Plan with proposed layout, Cross Sections, Conceptual Traffic Control).
- Summary of Conceptual Plan Comments with suggested resolution for discussion and updating at the Comment Review Meeting.
- Detailed Construction Cost Estimate.
- Draft list of abutters for Village to update.
- Public Notice of the meeting.
- Public Meeting memo.

8. **Environmental Impact Resolution:** After acceptance of the Conceptual Plans by the Village, the consultant will proceed with submitting documentation necessary to obtain the National Environmental Policy Act of 1969 (NEPA) permit, which for this project is expected to be a Categorical Exclusion Document. The submittal will include the standard Environmental Analysis Sheet. The VTrans Environmental Section will be responsible for submitting the environmental documentation to the FHWA for an expected categorical exempt determination. In addition, the consultant will obtain the Act 250 Jurisdictional Determination.

PHASE B-PROJECT DESIGN WORK TASKS

1. **Preliminary (60%) Plans:** Once the environmental determination has been made, the plans will be detailed further as described in the LTF Guidelines. This is a major design step as it will include detailed drainage design, including the formal storm water discharge permit application if required, landscape design as well as plan, cross section and profile details. Provide technical information for use in preparing the remaining State and Federal permits required for the project. No formal submittal of plans for review will be required. Copies of the plans will be made and sent to the utility companies.

2. **Utility Relocation:** In the conceptual phase, the consultant initiated early coordination with the utility companies to determine if relocation is required. At this time, 60% Plans will be sent to the utility companies who will be asked to show their detailed relocations, if required including anticipated guy poles and wires. The relocations will be added to the plans and will begin to assess potential impacts to private property and sensitive resources. Once the utility relocations are final, draft Utility Relocation Agreements will be prepared in accordance with the process outlined in the LTF Guideline.
3. **Property Owner Meetings:** Contact the owners and arrange for individual meetings at the Village Office. Invitees to the individual property owner meetings will include a representative from each utility company, the LPM, LTFPM, a representative from the Village and a Design Engineer representative able to explain the proposed improvements and any associated impacts to the subject property. The representative will also explain the ROW process and ask ROW related questions to complete the Property Owner Report. Input from the property owners will be received and documented. Plan revisions will be made as agreed to by the LPM, LTFPM and the Village.
4. **Re-evaluation of the Categorical Exclusion:** It may be necessary to update the CE to reflect revisions to the project scope and related impacts or proposed mitigation since it was first submitted and approved. This updated document will be forwarded to the LTFPM for processing by the VTrans Environmental Section.
5. **Right-of-Way Acquisition:** No right-of-way acquisition is anticipated for this project. A key project element is to keep all improvements within the right-of-way controlled by the State and/or the Village.
6. **Right-of-Way Plans:** ROW plans are required for this project to document the limits of the existing right-of-way.
7. **Final (85%) Plans:** The project plans and associated documentation will be updated to incorporate changes required by the permitting agencies, the ROW process and the final utility relocations. The Final Plans with an updated list of items, quantities, a cost estimate and a Quality Control and Quality Assurance (QA/QC) plan will be submitted to the LPM and LTFPM for review and concurrence. Any requested revisions will be incorporated.
8. **Permit Applications:** The consultant will prepare all of the permit applications identified in the previous steps. Permit fees will be paid by the Village. The consultant will submit the permit applications.
9. **Municipal Certifications:** The Village will complete submittal of all required certifications to VTrans including but not limited to ROW and Utility as well as statements of compliance with applicable local, state and federal regulations, permits, agreements and clearances.

10. **Contract Plans (100%):** These plans will incorporate all comments received on the 85% plans. In addition, contract specifications, special provisions and the final estimate will be completed and submitted to the LPM and LTFPM. The final product for this phase will be Plans, Specifications and Estimate. An estimate of operation and maintenance costs for the proposed improvements will be also prepared on a form provided by the Village of Essex Junction.

PHASE C-CONSTRUCTION SERVICES WORK TASKS

1. **Plans, Specifications and Estimate (PS&E):** These materials are a product of the design process.
2. **Procurement Procedures for Construction Services:** After VTrans issues written approval of the PS&E and notice to proceed, the Village will proceed with the procurement of construction services in a manner consistent with the LTF Guidelines.
3. **Invitation for Bids:** The consultant will put together the Invitation for Bids (IFB). The IFB Checklist will be used to ensure that all materials are in place before the invitation is issued. The Bid Packages will be sent to the LPM.
4. **Bid Opening/Bid Analysis/Authorization to Award Contract:** The consultant will hold a bid opening, perform bid analysis and assemble a bid tabulation that lists the names of all the bidders and the amounts of the associated bids. This tabulation along with a copy of the bid analysis and a written statement by the Village that the Village intends to award the contract to a specific contractor, with a concurrence line, will be forwarded to the VTrans Project Manager for review and concurrence. Upon receiving concurrence, the Village will be authorized to enter a contract with the low bidder.
5. **Preconstruction Conference:** Design Engineer will send a representative to this meeting that will be chaired by the Construction Resident Engineer.
6. **Oversight by Municipality:** It is anticipated that the construction cost will exceed \$250,000. Therefore, the Village will be responsible for providing project oversight, most likely through the use of the Village Engineer. Design Engineer will remain available to provide design engineering services which may include shop drawing review, addressing field changes and attending the final inspection.