

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**  
**REQUEST FOR QUALIFICATIONS**  
**Engineering Studies, Design and Permitting**

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**

The Village of Essex Junction (Village) is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for the retrofit of a natural depression into a gravel wetland adjacent to Mansfield Drive and Brickyard Road in the Village of Essex Junction. The Village is seeking a Consultant with expertise in designing, engineering and permitting such a project as outlined herein. 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 Village and the Vermont Agency of Transportation (VTrans), the Village will manage the project while the VTrans Municipal Assistance Bureau (MAB) administers funding and reviews project material for compliance to Federal and State standards and policies as laid out in the MAB 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 Municipal Project Manager (MPM) for the Village will be Jim Jutras, and can be contacted at, Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452. Phone (802) 878-6943 x101 or email [jim@essexjunction.org](mailto:jim@essexjunction.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 Local Municipal Assistance Bureau. Questions related to the MAB project development process can be answered by VTrans Project Supervisor, Rachel Beauregard, VTrans, MAB, One National Life Drive, Montpelier, VT 05633-5001 – phone (802) 828-5608 or email [rachel.beauregard@vermont.gov](mailto:rachel.beauregard@vermont.gov).

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

**Project Requirements**

All work will be accomplished in accordance with the following:

- Specifications for Contractor Services dated June 2014 (from MAB Guidebook on Agency's web site).
- MAB Guidebook
- MAB Project Development Process

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**  
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**Project Description**

The project consists of converting an existing, natural depression into a gravel wetland. The proposed retrofit will convert the existing depression into a gravel wetland that will provide channel protection volume control for runoff from all of the "Creek" Condominiums as well as a portion of the Village-owned road. A fore bay will be installed at the inflow to the basin or elsewhere within the drainage basin where it may be determined appropriate.

The wetland will provide detention benefitting the high flow target of the Flow Restoration Plan (FRP). Water quality treatment will be provided in a subsurface gravel layer which would benefit future phosphorus TMDL goals. The retrofit will not change the character of the area significantly. New plantings and enhanced maintenance with the project would improve aesthetics.

**History of the Project**

Indian Brook is currently listed on the State of Vermont's impaired waters (EPA 303(d)) list determined to be primarily a result of stormwater runoff. In the effort to restore Indian Brook and de-list its impaired designation, a flow-based Total Maximum Daily Load (TMDL) was developed, which outlines required reductions in stormwater high flows and increase in base flow. The flow targets are the basis for the FRP, developed in accordance with the Municipal Separate Storm Sewer (MS4) General Permit Subpart IV.C.1 as a required part of the MS4 Stormwater Management Program.

The purpose of the FRP is to outline a plan for retrofits of existing impervious cover with stormwater management Best Management Practices (BMPs) to meet the TMDL flow targets. In Indian Brook, the high flow is required to be reduced by 1.3%. The FRP identified key projects within the Town and Village that are ideal for reducing flow targets within the Indian Brook watershed. Each of the projects identified were ranked using a comprehensive matrix. This stormwater improvement project has been identified as one of the top four projects in the FRP. By converting the existing natural depression into a gravel wetland, 4.68 acres of impervious area will be managed and 23.7% of the high flow target will be addressed. With the issuance of the final draft Lake Champlain Phosphorus TMDL, the Village will be required to reduce the amount of phosphorus entering Lake Champlain. This project will mitigate 0.49 lbs of phosphorus that would otherwise enter into Lake Champlain.

**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, MAB, One National Life Drive, Montpelier, VT 05633-5001.

**Submission Requirements**

May 5, 2016

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**  
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Please furnish six (6) 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 ESSEX VILLAGE TAP TA16 (7).

SOQ's should include the following items:

- Proposed Project Team
- Technical Abilities
- Examples of Previous Projects
- References
- Proposed Schedule
- Provisions for the Archeological and Historic Review Components of the Project
- Qualifications of all Proposed Sub-Consultants
- Any other information that you consider important

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 with available hours to complete the task list above. 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 Town. This Request for Qualifications in no way obligates the Town to award a contract.

**Submission Schedule**

Statements of Qualifications (SOQ) are to be hand submitted or mailed to:

**Village of Essex Junction**  
**Attn: Jim Jutras**  
**2 Lincoln Street**  
**Essex Junction, VT 05452**

SOQ's must be received at the Village offices no later than **4:00 p.m. on May 27, 2016.**

SOQ's received after the deadline will not be accepted. Each submittal will be both date and time stamped. Questions will be answered up to May 20, 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 Village to review the Statements of Qualifications and the Selection Committee to meet collectively and choose the three most qualified firms within two 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 on or before May 31, 2016. An anticipated start date for the project would be June 6, 2016. Notification to all responding firms of the selection will follow immediately upon the decision

May 5, 2016

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)  
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of the Village of Essex Junction Trustees.

**Selection**

The Selection Committee includes the MPM, Village & VTrans Project Supervisor, and the Village Environmental Technician. 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
<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, 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.

The selected consultant 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

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**  
**REQUEST FOR QUALIFICATIONS**  
**Engineering Studies, Design and Permitting**

will be kept confidential on file in the Audit Section. 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 Municipal Assistance Bureau Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

**Appeal Process**

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

All questions related to this RFQ shall be directed to the MPM, Jim Jutras, Village of Essex Junction, 2 Lincoln Street, Essex Junction 05452, Phone (802) 878-6943 x 101 or by email, jim@essexjunction.org. Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

Sincerely,



James L. Jutras  
Water Quality Superintendent  
Municipal Project Manager

May 5, 2016

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)  
REQUEST FOR QUALIFICATIONS  
Engineering Studies, Design and Permitting**

**SCOPE OF WORK**

**General Scope of Work**

1. **Background and Reference Materials:** This scope of work covers all the steps noted in the *VTrans Municipal Assistance Bureau Guidebook revised August 2014*.
2. **Project Limits:** The project is limited to the Village Right-of-Way and an approved piece of land owned by South Creek Condominium Homeowners Association.
3. **Coordination/Documentation:** All project meetings and telecommunications will be documented and sent to the MPM and possibly others as directed. A project file will be maintained with all pertinent correspondence.
4. **Project Status Updates:** Monthly project updates will be generated and sent by email to the Municipal Project Manager (MPM), MAB Project Manager (MABPM), the Village, Project Team and any other individuals the Village is asked to add to the copy list. A project status update shall also be submitted at the time of each monthly invoice.
5. **Contract Updates:** The Municipal Project Manager (MPM), MAB Project Manager (MABPM), and all members of Project Team shall be notified immediately of any design issue that will create any change to the executed contract. Any additional cost required to address the change would be agreed upon before any further design work takes place.

**Project Definition and Work Task**

1. **Pre-design Conference:** An initial meeting with the MPM, MABPM and Project Team will take place in June 2016, where the anticipated scope of services and schedule will be discussed and clarified.
2. **Local Concerns Meeting:** A public meeting will be held to solicit input from abutters and other interested parties on the project, and to get further 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 selected consultant will be responsible for advertising the meeting in local media. It should be noted that the area proposed for the stormwater treatment system lies within a fully developed residential zone.
3. **Data Collection:**
  - a. **Topographic Survey:** will be collected by the selected consultant and/or by his or her sub consultant and followed by the plotting of a base plan. Prior to the survey, letter written on Village letterhead that introduces the surveyors and informs the property owners of the survey schedule will be used to notify individual property owners. The survey data will include the utility poles and existing culverts as well as any utilities that are present within the immediate

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**  
**REQUEST FOR QUALIFICATIONS**  
**Engineering Studies, Design and Permitting**

- project limits. Location of adjacent dwellings and sill elevations shall also be shown on the plans.
- b. The survey will be performed to VTrans Standards. The survey data will be imported into MicroStation 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.
  - c. Three copies of the survey plots will be provided to the MPM at a 1" = 50' 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) and limit of Village owned property 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.
  - d. After the wetlands are flagged, a second survey request will be developed to collect the wetland flag information and other data along the project that is needed for engineering purposes. The survey plan and DTM will then be updated.
4. **Soils Investigations/Hydrogeological Survey:** Soil borings shall be appropriately spaced throughout the site. The soil data collected will be used to aid in storm water design. A hydrogeological survey shall be completed to determine how the installation of the underground stone and storage system will affect the water table and potentially affect neighboring houses. Ground water monitors shall be installed at the limit of the site boundary on the west, north and south sides for use throughout the design and construction process.
5. **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, archaeologically sensitive areas and wetlands. If archaeological field investigations become necessary, a separate budget request will be made at the time the required scope is identified. Wetlands will be flagged in the spring. Act 250 and other permit related needs will be investigated to determine the implications related to various design options, cost and the project schedule.
6. **Initiate Conceptual Design:** Upon completion of the field survey, conceptual design will be completed 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.
7. **Town and Utility Officials Meeting:** Arrange a meeting with key Village officials. A representative(s) from the affected utility companies, if impacted, will need to be invited. The meeting purpose will be to discuss project challenges and agree upon resolutions.

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**  
**REQUEST FOR QUALIFICATIONS**  
**Engineering Studies, Design and Permitting**

8. **Public Progress Meeting:** A public meeting will be held to update abutters and other interested parties on the project design status and to get further 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 be asked to update the abutter mailing list prior to the notices being sent out. The selected consultant will be responsible for advertising the meeting in local media.
  
9. **Conceptual Plans Development:** Conceptual Plans will be developed according to the MAB guidelines. During the plans development, it is anticipated that two meetings will be required with the MPM, MABPM, Village Officials and other affected parties, if necessary to present various design options to address items such as degree of stormwater treatment, hydrogeological survey results, tree impact mitigation/avoidance options and other design related options for consideration. In addition, it is important to the Village that the layout and location of the site design is sensitive to adjacent property owners. Coordination with ANR officials will be completed early and that input will be used as a basis for the design. 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 each option 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 MPM, VTrans MAB 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 selected consultant 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 pavement and substructure treatment, Base Plan and Profile Sheets 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.

**VILLAGE OF ESSEX JUNCTION TAP TA16 (7)**  
**REQUEST FOR QUALIFICATIONS**  
**Engineering Studies, Design and Permitting**

11. **Environmental Impact Resolution:** After acceptance of the Conceptual Plans by the Village, documentation will be submitted that is 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, we will obtain the Act 250 Jurisdictional Determination.
  
12. **Utility Locations:** Initiate coordination with the utility companies, and locate all existing utility locations on the conceptual plans. The plans shall include but not be limited to the following, guy poles and wires, utility poles, natural gas lines, privately-owned utilities in the public right of way and underground communication lines. The Village of Essex Junction will provide the selected consultant with all known municipal utilities including water, sanitary sewer, and storm sewer within the project corridor.
  
13. **Project Right-of-Way Required:** The selected consultant shall provide all Right of Way data on the completed conceptual plans, including the limits of actual construction disturbance, and locations of any potential easements required for construction. These locations shall be clearly marked on the drawings.
  
14. **Final Plans:** The Village of Essex Junction reserves the right to amend the contract with the selected consultant to provide further design services on this project including but not limited to the following; Final Plans, Contract Plans, Project Bid Documents, and Construction Services.