

REQUEST FOR QUALIFICATIONS

Survey, Engineering Studies, Design, and Permitting

Rutland Creek Path Segment 5- STP BP14(11)

The City of Rutland is requesting Statements of Qualifications (SOQs) from engineering firms (Consultants) for design services for Segment 5 of the Rutland Creek Path. The City is seeking a Consultant with expertise in survey, engineering and permitting for the project tasks as presented in the Project Description below. Respondents should note that this new multi-use path project includes design coordination with VTrans for the Dorr Drive and Ripley Road bridges which abut each end of the path.

The eastern end of the path begins at the intersection of Dorr Drive and River Street and terminates at the College of St. Joseph and the sidewalk extending from the Ripley Road bridge. The project has been scoped under a previous grant and it is anticipated that the consultant team selected for this segment of the project will utilize this information.

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 team 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. This project will require topographic and right-of-way survey, engineering, and other special expertise and it is anticipated that if the proposed team consists of multiple firms, that the firm with path engineering/design expertise will be the lead consultant.

Project Development

Through a cooperative agreement between the City and the Vermont Agency of Transportation (VTrans), the City will manage the project while the VTrans Municipal Assistance Bureau administers funding and reviews project material for compliance with Federal and State standards and policy's as laid out in the Local Projects Guidebook (the Guidebook can be viewed here <http://vtransengineering.vermont.gov/bureaus/mab/local-projects/general/guidebook>).

The owner of the project is the City of Rutland and the Local Project Manager is the Rutland Regional Planning Commission (RRPC), who will coordinate with VTrans. The RRPC contact, Susan Schreibman, can be reached at (802) 775-0871 ext. 204 or susan@rutlandrpc. 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 Municipal Assistance Bureau Program, with the exception that during the NEPA documentation approval phase the approval will be based upon a Categorical

Exclusion (CE). Questions related to the project development process can be answered by VTrans Project Supervisor, Jon Kaplan, VTrans, One National Life Drive, Montpelier, VT 05633-5001 – phone 802-828-0059 or email jon.kaplan@state.vt.us

The lead administrative support for the project is Barbara Spaulding, Rutland Redevelopment Authority, 1 Strongs Ave. Rutland, VT 05701 (802) 775-2910 or email bspauldingrra@rutlandvtbusiness.com

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

Project Requirements

All work will be accomplished in accordance with the most recent versions of the following:

- VTrans CADD Manual, All CADD will utilize AutoCAD format
- Specifications for Contractor Services (from Local Projects Guidebook on Agency's web site).
- Local Projects Guidebook
- Municipal Assistance Bureau Development Process
- VTrans Standard Specifications for Construction 2011
- Manual on Uniform Traffic Control Devices
- Complete Streets Guidance Document
- VTrans Pedestrian and Bicycle Design Manual

Project Description

The purpose of the Rutland Creek Path project is to provide a pedestrian/bicycle facility connecting destinations along a corridor and improving safety while preserving and/or enhancing the creek corridor. The overall project involves 6,200 feet of a 10-foot-wide multi-use paved path, consisting of a combination of new path construction and utilization of existing low volume roadways. It has been segmented into 5 sections. This RFQ pertains only to Segment 5- 2068 feet long, from the limits of the Dorr Drive Bridge project (BRF 3000 (16)), to the College of St. Joseph (CSJ).

This project is being funded by FHWA and VTrans. Heading west, the Path will consist of a boardwalk, then shared use path and then a sidewalk. A new crosswalk will be located where the path converts to a sidewalk. Bicyclists will use the road. The sidewalk connects to the sidewalk extending from Ripley Road Bridge, and crosswalk to CSJ, as part of the bridge replacement project.

The project does not have potentially significant permitting issues. The Otter Creek floodplain covers much of the project area on the eastern and northern side of Dorr Drive, however it does not contain wetlands. To proactively address any potential issue, the path committee and consultant already met with Jaren Borg, the ANR Stream Alteration Engineer on February 28, 2014 to discuss our project.

Because the location of the proposed shared use path is along the edges of Otter Creek, it was assumed that the area may be sensitive for archeological resources. The archaeological resource assessment identified two portions of the proposed alignment requiring additional study before project construction. These areas will need a Phase 1 Site Investigation Survey unless they can be avoided through the engineering process.

For the purposes of this RFQ, the City is requesting respondents to address engineering, permitting and construction bid document preparation in their SOQ, so that construction can follow.

The project design scope will include the following tasks:

- Design of the path
- A Categorical Exclusion of the proposed project corridor (NEPA Documentation)
- Preparation of a mitigation plan if the Environmental Assessment identifies the presence of hazardous materials
- Design of traffic control during construction to minimize impacts to the community and especially businesses along the project corridor
- Design of storm drainage facilities, in accordance with State standards
- Coordination with existing private utilities within the project area
- Preparation of right-of-way plans that will be referenced in the land acquisition deeds
- Unless otherwise specified, all plans and documents will be submitted electronically for review throughout the course of the project, unless hard copies are specifically requested.
- Construction bid documents
- All permits required for construction

This list is not meant to be all inclusive, but to provide an understanding of the general overall scope of the project to potential respondents.

Important Project Elements

A significant amount of planning and studies have been completed related to this project. The consultant must become familiar with this information which includes the scoping study, the This information may be found on the RRPC's web site at <http://rutlandrpc.org/>

Time to complete the design, permitting, and VTrans approval process is a key element of this project. It is the intent of the City of Rutland to begin construction activities during the 2016 construction season.

It is desired that the selected consultant or consultant team have experience with the design of multi-use paths adjacent to creeks, and sufficient resources to meet the desired project schedule. Topographic survey may be necessary.

The selected consultant will assist in the land acquisition process by preparing right-of-way plans identifying the limits of land required to construct the project and assisting the City MPM and City Attorney with other plans or technical documents needed for the right-of-way negotiations and clearance by the VTrans Right-of-Way Division.

Proposed Project Timeline

<u>EVENT / TASK</u>	<u>TARGET DATE</u>
RFQ advertised & sent to Consulting Engineers	January 1, 2015
SOQ Submission Deadline	January 30, 2015
Committee Members Individually Rank SOQs (Week of)	February 2, 2015
Committee meets to Determine Short List (Week of)	February 16, 2015
Committee Interviews Short List (Week of)	February 23, 2015
City Approves Design Engineer	March 2, 2015
Manager Negotiates Consulting Agreement (Week of)	March 9, 2015
Design Engineer Starts Work	March 16, 2015

Projects developed through the Local Project Section typically take 2-4 years to develop, depending upon right-of-way, permitting, etc.

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, Municipal Assistance Bureau (formerly LTF), One National Life Drive, Montpelier, VT 05633-5001.

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 survey, engineering, and permitting services for Segment 5 of Rutland Creek Path. 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. It is the desire of the selection team that SOQs focus on the technical abilities of the respondent's team. 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 NEPA documentation portion of the project and qualifications of all proposed sub-consultants to be utilized for this work and any other sub-consultants that will be utilized for the project.

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 City upon submission. The cost of preparing, submitting and presenting is the sole expense of the responding firm. The City 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 City. This Request for Qualifications in no way obligates the City to award a contract.

Submission Schedule

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

Susan Schreibman, Project Manager
Rutland Regional Planning Commission
P.O. Box 965
Rutland, VT 05702 or
67 Merchants Row
Rutland, VT 05701

Envelopes shall be sealed and clearly marked "Rutland Creek Path- Segment 5 SOQ"

SOQ's must be received at the RRPC office no later than **12:00 noon on Friday January 30, 2015**. SOQ's received after the deadline will not be accepted. Questions will be answered up to January 20, 2015 after which a compiled list of all questions asked and answers will be furnished to all interested consultants. It is the goal of the City 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 the week of February 23, 2015. The anticipated start date for the project is March 16, 2015. Notification to all responding firms of the selection will follow immediately upon successful negotiation of a contract fee with the City and the selected Consultant.

Selection

The Selection Committee includes the LPM, City Engineer, Mayor, Creative Economy Chair and Creative Economy Recreation Committee Chair and the VTrans Project Supervisor. 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 Project	5	5	25
Knowledge of Project Area	3	5	15
Qualifications of Proposed Staff	5	5	25
Experience with Similar Projects	5	5	25
Ability to Meet Schedules	2	5	10

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 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 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 City 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 WBE/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 VTrans Local Transportation Facilities Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the City.

Appeal Process

If the award of the contract aggrieves any responding firm, they may appeal in writing to the City of Rutland Board of Aldermen, P.O. Box 969 Rutland, Vermont 05702. 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 City Board of Aldermen is final.

All questions related to this RFQ shall be directed to the MPM, Susan Scheibman, Rutland Regional Planning Commission, P.O. Box 965 Rutland, VT 05702, telephone (802) 775-0871, ext. 204 or e-mail susan@rutlandrpc.org. Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

Sincerely,

Susan Schreibman
Local Project Manager

