

VILLAGE PEDESTRIAN ACCESSIBILITY PROJECT – STP BP22(16)

Request for Qualifications Design Engineering Services Town of Pawlet, Vermont

Date Issued: February 8, 2024

Date Due: March 7, 2024 by 4:00pm

Contact person: Steffanie Bourque, Municipal Project Manager (MPM), sbourque@rutlandrpc.org or 802-775-0871 x202. All questions related to this Request for Qualifications shall be addressed, in writing, to this individual no later than 5 business days prior to the Date Due above.

I. INTRODUCTION

The Town of Pawlet is requesting Statements of Qualifications (SOQs) from engineering firms (Consultants) for engineering services for a pedestrian infrastructure project (the Project) in the Town of Pawlet. 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); therefore, 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.

The project is managed locally by Steffanie Bourque, MPM. The owner of the project is the Town and the ultimate authority for the design engineering consultant during the project rests with the Town of Pawlet Selectboard, through its MPM.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by the VTrans Project Manager, Peter Pochop, MAS, by phone at 802-477-3123 or email at peter.pochop@vermont.gov.

II. PROJECT REQUIREMENTS

All work will be accomplished in accordance with the following:

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website <https://vtrans.vermont.gov/highway/local-projects>)
- MAS Project Development Process flow chart (found on the VTrans MAS website)
- Specifications for Contractor Services (found on the VTrans MAS website)
- VTrans CADD Manual/MicroStation format (required for projects along a state highway)

III. PROJECT DESCRIPTION

A Pedestrian Accessibility Scoping Study was completed by the Town in September 2022. This Project is the first phase of the preferred alternative selected by the Town. The goal of this Project is to improve pedestrian accessibility, safety, and walkability of the designated Village Center of Pawlet.

Currently, there are limited pedestrian facilities in the Village, which is home to the intersection of two prominent state routes: VT-30 and VT-133. VT-30 bisects the Village, disconnecting pedestrians from important community assets such as the community church, local market, post office, and public library. Overall, conditions in the Village prohibit pedestrian accessibility and connectivity in a community that is desperate to create a sense of place with improved walkability. Current conditions are depicted in the attached photos of the project location.

As shown in the attached conceptual layout, the Project will extend on the north side of VT-30/VT-133 from the post office to the community church parking lot and on the south side of VT-30 from the local market parking lot to the intersection with School Street. It includes:

- Addition of approximately 565 linear feet of new curbed 5-foot wide ADA compliant concrete sidewalk (including sidewalk on State-owed bridge number 73);
- any necessary associated stormwater infrastructure;
- three new crosswalks (at the community church, post office, and on VT-30 at bridge 73); and
- an enhanced safety countermeasure (such as a rectangular rapid flashing beacon) at the VT-30 crosswalk at bridge 73.

IV. 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.

V. SUBMISSION REQUIREMENTS

Please furnish a digital copy of the SOQ in PDF format with pages numbered consecutively.

SOQ should be a narrative proposal that best represents your firm's qualifications to perform planning, permitting, designing, and engineering services for the Pawlet Village Pedestrian Accessibility project. SOQs should include the proposed project team, technical abilities, examples of previous projects, references, a proposed schedule, and any other information that you consider important. SOQs 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.

VI. SELECTION

The Selection Committee includes a municipal representative and the MPM. The Selection Committee will make a recommendation to the MAS Project Manager and the Town Selectboard to award a contract.

The Selection Committee will review and rank all SOQs based on the following criteria:

| 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 |

The Selection Committee may decide to shortlist the highest ranked firms and request interviews if it is deemed necessary to choose the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required from the highest ranked firm and negotiations will begin. If the 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.

Notification to all responding firms of the selection will follow immediately upon a decision regarding award by the Town of Pawlet Selectboard.

VII. SUBMISSIONS

Consultants interested in this project should submit their SOQ to the contact name and address indicated on page 1.

Submit as an electronic submission via e-mail clearly identified as an SOQ, including the project name. Please inform the Contact Person prior to submission to avoid submission being relegated to their spam or junk email files.

SOQs and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The SOQ, upon submission, becomes the property of the Town. The expense of preparing and submitting a SOQ is the sole responsibility of the consultant. The Town reserves the right to reject any and all SOQs received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as in the best interest of the Town. This RFQ in no way obligates the Town to award a contract.

VIII. CONTRACTING

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, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in any resulting Request for Proposal. It is expected that the consultant will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Pawlet Selectboard, PO Box 128, Pawlet, VT 05761. 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 Town Selectboard is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located on the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.