

BRIDPORT STP MM24(1) MIDDLE ROAD CULVERT

Request for Qualifications Design Engineering Services Town of Bridport, Vermont

Date Issued: September 4, 2024

Date Due: October 02, 2024

Contact person: Mike Winslow, Municipal Project Manager, 802-578-9999, mwinslow@acrpc.org. 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 Bridport is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for design and engineering services for replacement of twin 72" culverts that carry the east branch of the Dead Creek under Middle Road approximately 1.3 miles west of the intersection with Vermont State Route 22A in the Town of Bridport. 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). 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 Mike Winslow, Municipal Project Manager. 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 Bridport Selectboard, through its Municipal Project Manager.

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 Supervisor / Manager Ande DeForge, Municipal Assistance Section, by phone at (802) 595-6657 or email at ande.deforge@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.

III. PROJECT DESCRIPTION

The project site is on town maintained Middle Road approximately 1.3 miles west of the intersection of Middle Road and Vermont State Route 22A in the Town of Bridport, Addison County, Vermont. Twin 72-inch diameter corrugated metal pipes (CMPs) run almost perpendicular to the road and carry the East Branch Dead Creek under the road with minimal fill over the culvert tops. The culverts are in poor condition with corroded inverts. In addition, the road at the crossing is subject to overtopping due to the creek's large drainage area. This overtopping results in temporary road closures and potential damage to the road and culverts. Replacement of the twin CMPs with a larger structure is necessary to replace the corroded culverts prior to collapse and to eliminate or reduce the frequency of overtopping events to maintain vehicular and pedestrian traffic through the project location.

The scoping report for this project can be found at acrpc.org/communities/bridport

IV. QUALIFICATIONS BASED SELECTION PROCESS (QBS)

Project management 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.**

V. SUBMISSION REQUIREMENTS

Please furnish three (3) 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 Middle Road Culvert replacement. SOQ's should include the proposed project team, technical abilities, examples of previous projects, references, a proposed schedule and any other information that you consider important. 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.

The cost of preparing, submitting and presenting 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.

VI. SELECTION

The Selection Committee includes the MPM, the town road foreman, and the town treasurer. The Selection Committee will make a recommendation to the Town Selectboard to award a contract.

The selection committee will review and evaluate all Statements of Qualifications 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

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 in [October 2024]. An anticipated start date for the project would be [November 1, 2024]. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Bridport Selectboard.

The Committee will review and evaluate each statement of qualifications, based on the criteria above. 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 from the highest ranked firm and negotiations will begin. 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

VII. SUBMISSIONS

Consultants interested in this project should submit their qualifications to the contact name and address indicated.

Three (3) copies of the Statement of Qualifications must be submitted with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents

- Project name

SOQ's should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Statements of Qualifications 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 Statement of Qualifications, upon submission, becomes the property of the town of Bridport. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. The town of Bridport reserves the right to reject the Statement of Qualifications 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 of Bridport. This solicitation in no way obligates the town of Bridport 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 Bridport Selectboard, P.O. Box 27, Bridport, VT 05734. 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 in the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.