

November 28, 2012

**Request for Qualifications
Design Engineering Services
St. Albans Lake Street Complete Streets Connection Project**

The City of Saint Albans requests Statements of Qualifications from qualified professionals to provide design engineering services for the Lake Street Complete Streets Connection Project, VTrans Project St Albans City TCSP TCSE(16).

The overall project is funded by three primary sources:

1. A federal appropriation from the Transportation, Community, and System Preservation grant program administered via the Vermont Agency of Transportation (VTrans) (for design-engineering and construction);
2. City of Saint Albans tax increment financing (for design-engineering and construction); and
3. The Vermont Downtown Transportation Fund (for construction only).

The City intends to select one firm to perform design engineering services, which are expected to extend through December 31, 2013.

Background and Overview

The past decade has brought a concentrated effort to revitalize downtown Saint Albans. In 2004, the community created Saint Albans for the Future (SAFF), a non-profit corporation charged with implementing the National Main Street Revitalization Program. In 2007, SAFF and the City sponsored a Commercial Market Analysis and Strategic Implementation Plan for the downtown district. In 2009, SAFF and the City completed a Master Plan¹ that identified specific public improvements that would foster economic growth and vitality in the district.

Through the Master Plan process and document, the community has coalesced around a common vision for completing physical improvements to the historic downtown that communicate a compelling sense of place, encourage pedestrian activity, and attract outside investment. The plan calls for implementing this vision through construction of pedestrian scale lighting, replacement of street trees, improving sidewalks, encouraging outdoor dining, and instituting traffic calming measures.

The initial phase of implementation of the Downtown Master Plan is the Downtown Streetscape Project², currently under construction to be completed in 2013. The Streetscape Project is bringing Complete Streets design; reconstructed sidewalks; new street furniture, lighting and trees; underground utility replacements; stormwater innovations; and intersection improvements to a segment of Main St. from Stebbins to Hudson.

¹ Available at www.stalbansvt.com/downtown.

² Information at www.stalbansvt.com/streetscape.

The City is also in the state-federal permitting process for the Federal Street Multi-Modal Connector³, a long-planned project that will revolutionize traffic management along the entire length of the City's north-south commercial axis and also bring much-needed Complete Streets provisions.

Both the Downtown Streetscape and Federal Street Projects are north-south Complete Streets projects, and the City is now looking ahead to ensuring that these new designs are fully connected throughout Downtown. The Lake Street Complete Streets Connection Project is the first east-west iteration of the overall Master Plan.

Image: Project Location and Limits



Project Description

The location of this project is a 450 lineal-foot segment of Lake Street (VT Route 36), from the west line of Main Street (US Route 7) to the east line of Federal Street. The project location represents a portion of the transportation core for historic downtown St. Albans. The project will construct multi-modal streetscape amenities, including reconstructed sidewalks, increased pedestrian accessibility, pedestrian-scale energy-efficient lighting, street furniture, reconstructed

³ Information at www.stalbansvt.com/federalstreet.

pedestrian crosswalks, an overall improved roadway-to-streetscape transition, wayfinding, underground utility replacement and more.

1. Redesign and reconstruction of sidewalks.
2. Sidewalk-street at-grade ramp construction and rehabilitation necessary to comply with American with Disabilities Act standards.
3. Selection, location, and installation of ornamental street lighting, including block-length pedestrian-scale fixtures and light-emitting diode (LED) filaments.
4. Redesign and optimization of crosswalks, including curb extensions where possible.
5. Selection, location, and installation of above-grade plant containers and decorative bollards to define and maintain vehicle/pedestrian separation.
6. Selection, design, and location of new street trees utilizing soil volume solutions where possible.
7. Re-design of existing parking spaces as required by other project components.
8. Cross-section and overhead utility conduit location and installation plans.
9. Location and installation of pedestrian wayfinding signage.
10. Selection, location, and installation of street furniture equipment, including benches, cycle racks, and receptacles.
11. Replacement of underground utilities wherever deemed beneficial.
12. Relocation of overhead utilities to below-ground locations.
13. Roadway rehabilitation/replacement work necessary to complete the above tasks and achieve comprehensive vision of pedestrian oriented streetscape.

This request for qualifications will facilitate the selection of a firm who will complete the following general tasks for the City:

- Complete all phases of design engineering, including conceptual plans, preliminary plans, final plans, and contract plans / bid documents.
- Obtain all necessary permits, with particular attention to NEPA, and Act 250 requirements.
- Collaborate and communicate closely with Municipal Project Manager
- Participate in meetings with City Staff, an appointed local project committee and the public
- Ensure compliance with all relevant State and Federal regulations, with particular attention to requirements of the VTrans Local Transportation Facilities (LTF) program requirements.

A detailed Scope of Work will be established once a firm is selected and during the process of negotiating a contract.

Project Requirements

All work will be accomplished in accordance with the following:

- Consultant Contract Provisions dated October 1998 (from LTF Guidebook on Agency's web site).

- LTF Guidebook
- LTF Project Development Process
- VTrans CADD Manual / MicroStation format

The City of Saint Albans is the owner of this project, and the sole authority for the Consultant during the project rests with the Saint Albans City Council. The City has appointed Dominic Cloud, City Manager as the Municipal Project Manager (MPM). Mr. Cloud can be reached at (802) 524 – 1500, ext. 254; d.cloud@stalbansvt.com; or as follows:

City of Saint Albans
100 North Main Street
Saint Albans, Vermont 05478

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 Manager, Patti Coburn. Ms. Coburn can be reached at (802) 828-5799; Patti.Coburn@state.vt.us; or as follows:

Local Transportation Facilities
VT Agency of Transportation
1 National Life Drive
Montpelier, VT 05633-5001

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

Submission Requirements

The procurement process for selection of the consultant will be a Qualifications Based Selection (QBS) as determined by the Brooks Act (Public Law 92-582). The City does not seek a detailed scope of work or cost proposal at this time. The successful consultant will be selected based upon demonstrated ability to provide the highest qualified team to achieve the goals of the project through their Statement of Qualifications (SOQ) and an interview with a selection committee. For more information on the QBS process please contact VTrans, LTF, 1 National Life Drive, Montpelier, VT 05633-5001.

Statements of Qualifications must be submitted to the MPM no later than 4:00 PM on December 20, 2012. SOQs received after that date will not be accepted. Questions will be received until December 3, after which a compiled list of questions and answers will be furnished to all interested consultants. The City will review the Statements of Qualifications and a Selection Committee will meet and choose the most qualified firms to interview. Interviews with selected consultants may begin shortly afterward. Selection of the most qualified firm and negotiations with that firm is anticipated to conclude January 4, 2013. An anticipated start date will be no later than February 1, 2013. Notification to all responding firms of the selection will follow upon the decision of the Selection Committee.

To facilitate comparison and evaluation, Please furnish six (6) copies of the Statement of Qualifications with pages numbered consecutively. Statements of Qualifications should be a narrative proposal that best represents your firm’s qualifications to perform the services described herein. 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.

All prospective consultants and sub-consultants must be on the VTrans qualified list, or found eligible for addition to that list.

Statements of Qualifications may be addressed to the Municipal Project Manager.

Criteria for Selection

The following criteria, at a minimum, will be used to evaluate qualifications:

1. Clear and thorough understanding of the City’s vision for the project.
2. Technical expertise and qualifications of proposed key personnel, staff and subcontractors.
3. Demonstrated successful experience with similar projects.
4. Familiarity with applicable state and federal regulations or demonstrated experience with similar regulations which would indicate an ability to understand unfamiliar regulations.
5. Interpersonal communication skills and ability to work within a public process.

The above criteria will be weighted as follows:

Criteria	Total Points
Understanding of project scope	25
Technical expertise and qualifications of staff and subcontractors	25
Experience with similar projects	25
Regulatory knowledge	15
Interpersonal skills	10
Total	100

Selection of Consultants

Once a firm is selected, the City and the selected firm will develop a specific scope of work and a cost structure for the project as part of the contract. In the event the City is unable to reach agreement with the selected consultant regarding scope of work and/or cost, one of the other firms may be asked to prepare a scope of work and cost proposal.

All proposals become the property of the City upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this request for proposals if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

If the award aggrieves any firms, they may appeal in writing to the St. Albans City Council, 100 North Main Street, St. Albans, VT 05478. The appeal must be marked within fourteen(14) calendar days following the date of written notice to award the contract. Any decision of the Saint Albans City Council is final.

All questions related to this request for proposals shall be addressed to the MPM's designee, Chip Sawyer, Director of Planning & Development, at (802) 524-1500, Ext. 259 or via email to c.sawyer@stalbansvt.com.

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 Agency's 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.

The Consultant awarded this contract shall be responsible for furnishing the City of Saint Albans 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 Local Transportation Facilities Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the City of Saint Albans.

End of the Document.