



State of Vermont
Highway Division
Municipal Assistance Bureau
One National Life Drive
Montpelier, VT 05633-5001
<http://vtrans.vermont.gov/>

Agency of Transportation

[phone] 802-828-5567

November 28, 2016

RE: Request for Qualifications (RFQ) –
Two-Tier (State-Local) Qualifications-Based Selection for
At-The-Ready (ATR) Consultant Engineering Services for Municipalities

The State of Vermont, acting through the Municipal Assistance Bureau of the Agency of Transportation (VTrans), is requesting submission of qualifications from consultants to assist municipalities with At-the-Ready ('ATR') services for a variety of local transportation improvement projects.

This Request for Qualifications (RFQ) from VTrans, and any responses by interested consultants, represent the first stage of a two-stage process. No contract between a consultant and VTrans will result from this RFQ, but VTrans will use responses to this RFQ to make a determination of which consultants are the most qualified to assist municipalities, who will then be listed on a publicly-available Qualified Roster ("Roster") for local government transportation projects.

The second stage will take place via a Request for Proposals (RFP) from a municipality to a consultant on the Qualified Roster, which will detail the Scope of Work (SOW) for which a municipality needs consultant assistance, followed by the consultant proposal to the municipality in response to such an RFP, which may then result in a contract between the municipality and a consultant.

VTrans continuously seeks opportunities to improve our plan development process and project delivery methods. This includes finding new ways to expedite project delivery and to streamline the consultant solicitation and selection process by having the most qualified consultants available and at-the-ready to enter into arrangements with municipalities for specific projects. It is available to the municipalities as an alternative to the standard RFQ/RFP procurement process. **Municipalities are not required to use this ATR method.**

This RFQ is soliciting proposals in three major categories: Design, Municipal Project Management, and Construction Inspection. Consultant(s) may propose to provide services in one or more of these categories.

At-the-Ready (ATR) Consultant Categories:

There are three categories of At-The-Ready consultant services.

Design – Services under this category include but are not limited to: scoping studies, engineering investigation; survey; hydraulic analysis; environmental permitting; right-of-way (ROW) identification and acquisition; utility relocation; development of construction plans, specifications, and estimates; construction

bid services including preparation of the bid package and the bid analysis; and design engineering services during construction. Services could include design of highways, rail-trails, pedestrian and bicycle facilities, structures, and other scoping and design related work. The Design consultant will not be allowed to provide municipal project management or construction inspection services on the same project.

Municipal Project Management – Services under this category include but are not limited to: project coordination for all aspects of project development, permits, utilities and right of way; RFQ/RFP and SOW preparation; responsibility for all contract documentation; invoice review; progress reports; meetings documentation; plans review; project construction administration; coordination of the bid opening and contract preparation; project document and file security; project closeout; coordination with VTrans, municipal officials, general public, property owners, design consultant(s), construction contractor(s), construction inspection consultant, and other appropriate parties; and other work related to project management. The Municipal Project Manager will not be allowed to provide design or construction inspection services on the same project.

Construction Inspection – Services under this category include but are not limited to: inspection; record keeping; preparation of reports, participation in construction meetings; calculation and verification of quantities; review of invoices and pay requests; review of traffic control; development of as-built plans; inspection and approval of materials; review and recording of reports for materials and equipment inspection and testing; and, work related to construction inspection. The construction inspection firm cannot provide design or municipal project management services on the same project.

The engineering services requested of the Consultant under the three categories of At-the-Ready consultant services will primarily be related to the development of locally managed, federally funded transportation projects. Services for individual projects may range from a discrete task to all phases of a project. All engineering services performed shall be in accordance with the Municipal Assistance Bureau (MAB) Project Development Process. Requests for services may be for a variety of projects which may include, but are not necessarily limited to, the following types of projects:

- A. Roadway Reconstruction Projects
- B. Roadway Rehabilitation Projects
- C. Bicycle and Pedestrian Facilities Projects
- D. Intersection Projects
- E. Safety Projects
- F. Replacement, Rehabilitation or Maintenance of Bridges and Culverts
- G. Transportation Alternatives Projects

In addition to the roadway and safety design related tasks, the requested services may include ancillary tasks related to the design of transportation facilities that include but are not limited to:

- A. Roadway Design
- B. Traffic Design
- C. Railroad Design
- D. Hydraulic Design
- E. Landscape Design

- F. Bicycle and Pedestrian Facility Design
- G. Structures Design
- H. Advertising for and Opening of Construction Bids
- I. Development of NEPA Documents
- J. ROW Acquisition
- K. Utilities Investigation and Coordination
- L. Specialty Services

No work will be performed directly for VTrans as a result of this RFQ. Services to be provided by the consultants will be performed as described in subsequent project specific contract(s) between the selected consultant(s) and the municipalities.

All work will be accomplished in accordance with the following:

- Scope of Work (SOW), to be separately identified by the Municipality for each project, in an RFP developed by the Municipality in consultation with VTrans. Such RFP will then be sent to a consultant on the Qualified Roster. Examples are available at the Municipal Assistance Bureau Share Point Site [https://outside.vermont.gov/agency/vtrans/external/Municipal Assistance Bureau - Local Projects/Shared Documents/3. Procurement Forms and Templates/At-the-Ready \(ATR\) Consultant Engineering Services for Municipalities](https://outside.vermont.gov/agency/vtrans/external/MunicipalAssistanceBureau-LocalProjects/SharedDocuments/3.ProcurementFormsandTemplates/At-the-Ready(ATR)ConsultantEngineeringServicesforMunicipalities)
- VTrans Municipal Assistance Bureau (MAB) Local Projects Guidebook for Locally Managed Projects (including Appendices)
- Specifications for Contractor Services; Municipal Assistance Bureau (MAB) Local Projects Guidebook – Appendix E

All questions or requests for clarification related to this RFQ shall be forwarded to the VTrans Point of Contact at:

Nydia Lugo, Technical Development Engineer
Agency of Transportation, Municipal Assistance Bureau
1 National Life Drive
Montpelier, VT 05633-5001

OR

e-mail to Nydia.Lugo@vermont.gov

Subject: At-The-Ready Consultant Engineering Services for Municipalities

All such questions and requests for clarification shall be in writing to the addresses above and **no later than Friday, December 23, 2016**. VTrans will not be bound by any oral communications. All questions or requests for clarification received will be documented and answered after this date. **Communication with other VTrans personnel regarding this RFQ is prohibited and may result in the rejection of your proposal.**

VTrans intends to select up to **six (6) consultants** to perform services in each of the three categories identified above. Selected consultant(s) will be listed and available to enter into contract(s) with the municipalities for **three years** after they are notified by VTrans that they have been selected for the At-The-Ready Qualified Roster. The length of contract period will be as established in the specific contracts between a consultant and a municipality. **The maximum length of contract period including**

any allowable contract extensions shall not exceed five years. It is the intention of VTrans to select consultants with the experience and capacity to meet the municipalities' needs, although VTrans does not make any representation or warranty about any specific services of any consultant. Consultants are not required to propose for all types of services requested but can submit technical proposals for one, two or all of the categories.

A consultant firm that performs any design work will not be eligible to provide Construction Inspection or Municipal Project Management Services of the same item(s) or portion(s) of that project that it designed, whether as a prime consultant or as a firm subcontracted. This is considered to be a potential conflict of interest, and will be avoided. The Municipal Project Manager will not be allowed to manage a project if that same firm is performing Design or Construction Inspection Services on the same project, or the consultant firm that provides Inspection Services in a project cannot provide Design or Municipal Project Management Services for that same project. This applies to any services for the same project even if the consultant is not selected as a result of this At-The-Ready process and RFQ.

The municipalities may also choose to go through a standard RFQ/RFP procurement process as outlined in the VTrans Local Projects Guidebook instead of entering into contracts with the consultants selected from this RFQ.

Payment for each specific contract will be directly from the municipality based on the consultant's actual cost plus fixed fee or a firm fixed price, subject to the requirements of the MAB Guidebook. The maximum total dollar amount that may be awarded to each consultant selected under this RFQ will be up to \$1,500,000 for Design, \$700,000 for Municipal Project Management and \$1,500,000 for Construction Inspection Services. The maximum limiting amount will vary per individual contracts according to the needs of specific projects and as established during negotiations. Award of a contract by a municipality does not guarantee payment of the entire maximum limiting amount. Assurance that qualified staff will be available and dedicated to the contract will be required.

Please note that a qualifications-based selection process will be used in the evaluation of consultant proposals submitted in response to this RFQ.

Selected consultants will be required to submit scope and fee proposals, participate in negotiations, and, if successful, enter into contracts for specific projects when selected by the municipalities.

Selected consultant proposals in response to this RFQ will become public records and will be available for public review and inspection. The contents of the successful consultant's proposal, as accepted by VTrans, may become part of a contract between the consultant and a municipality that may result from the second stage of this two-stage process. The selected consultant proposals will be at the VTrans Share Point Site and available to the municipalities for their review when choosing a consultant from the Roster.

In the event that it becomes necessary to revise, modify, clarify, or otherwise alter this RFQ, including VTrans responses to questions and requests for clarification, such modification shall be in the form of a written RFQ Change. Any such RFQ Change shall be posted to the VTrans Municipal Assistance Bureau – Local Projects webpage <http://vtrans.vermont.gov/highway/local-projects>.

IT SHALL BE THE CONSULTANT'S RESPONSIBILITY TO MAKE INQUIRY TO, AND TO OBTAIN THE RFQ CHANGES ISSUED, IF ANY.

In order to be considered responsive to this RFQ, each consultant shall conform to the following requirements:

- I. Required Information for the Technical Proposals (Separate Proposals are required for each Category)
 - A. Submit One (1) envelope, or package containing 1 CD or DVD holding an electronic copy of the technical proposal and Ten (10) bound printed copies of the technical proposal.
 - B. The technical proposal shall have all pages numbered consecutively. The pages shall be formatted as double-sided 8½” x 11” sheets. Information better suited to a larger page size format (such as schedules, etc.) may be included; these pages shall be folded to an 8½” x 11” size.
 - C. In order to assist in the evaluation process, technical proposals shall be clear, concise, and include the following information organized as presented below. In each tabbed section the consultant shall address the evaluation criteria set forth in this RFQ, include a detailed description of the firm’s understanding of the work required, and detail the firm’s capabilities to perform such work.
 - a. Cover Letter
 - b. General Firm Information. In a tabbed and labeled section not exceeding a maximum of Ten (10) pages please provide the following elements.
 1. Introduction to Consultant Firm - Consultants shall provide the following information relative to their firm. Similar information must be provided for each sub-consultant. Sub-consultant roles should be clearly defined.
 - i. Firm name and business address, including telephone number and email contact.
 - ii. Year firm was established. Include former firm names and years established if applicable.
 2. Organization chart - Submission shall include a one-page organizational chart of the consultant team that notes the name and title of key individuals that are proposed to manage or perform tasks. Should the consultants selected propose any substitutions to the personnel they must submit a letter to VTrans requesting approval of such a change, and to VTrans in consultation with the Municipality if a contract for a project has already been awarded.
 3. Availability chart - Detail the availability of each key staff member (as identified in organizational chart) to devote to municipal projects,

taking into consideration their other project commitments.

c. Design Services:

If the Consultant is proposing to provide Design Services, the following formatting and information requirements shall be followed.

In a tabbed and labeled section not exceeding a maximum of Ten (10) pages please provide the following elements.

1. Qualification and Experience of firm - This section shall detail the Consultant firm's previous experience relating specifically to municipal or local transportation design engineering services including demonstrated knowledge of federal and state requirements.

2. Brief examples of projects for which the firm has provided design and engineering services for highways, rail-trails, pedestrian and bicycle facilities, and structures. Include a summary of services provided, and identify a knowledgeable client contact including email address and phone number. Examples should be limited to services provided in the last ten years.

3. Identify key personnel to provide Design Services including a brief summary of their experience and qualifications.

4. Quality Control Plan (QCP)
Provide, in a tabbed and labeled section, a copy of the current QCP that will be utilized for these work assignments.

d. Municipal Project Management Services:

If the Consultant is proposing to provide Municipal Project Management Services, the following formatting and information requirements shall be followed.

In a tabbed and labeled section not exceeding a maximum of Five (5) pages please provide the following elements.

1. Qualification and Experience of firm - This section shall detail the Consultant firm's previous experience relating specifically to municipal or local transportation Project Management services including demonstrated knowledge of federal and state requirements.

2. Brief examples of transportation projects in which the firm has provided Municipal Project Management services. Include a summary of services provided, and identify a knowledgeable client contact including email address and phone number. Examples should be limited to services provided in the last five years.

3. Identify key personnel to provide Municipal Project Management Services including a brief summary of their experience and qualifications.

e. Construction Inspection Services:

If the Consultant is proposing to provide Construction Inspection Services, the following formatting and information requirements shall be followed.

In a tabbed and labeled section not exceeding a maximum of Ten (10) pages please provide the following elements.

1. Qualification and Experience of firm - This section shall detail the Consultant firm's previous experience relating specifically to state, municipal or local transportation Construction Inspection services including demonstrated knowledge of federal and state requirements and of the VTrans Standard Specifications for Construction.

2. Brief examples of projects in which the firm has provided Construction Inspection services for roadway, trails, and sidewalk projects. Include a summary of services provided, and identify a knowledgeable client contact including email address and phone number. Examples should be limited to services provided in the last ten years.

3. Identify key personnel to provide Construction Inspection services including a brief summary of their experience and qualifications.

f. Resumes

Provide, in a tabbed and labeled section, resumes of key personnel, identified above, expected to manage or perform tasks of the nature covered by this RFQ. Each resume shall be limited to One (1) page focusing on the services to be provided. Include on each resume the number of years the individual has been employed with the firm.

g. Sub-Consultants

The technical proposal shall also identify any sub-consultant firms expected to be used for work of the type covered by this RFQ. Consultants shall include substantial details, as described in the Sections above, regarding the qualifications of personnel for any sub-consultants that are expected to be employed for work of the type covered by this RFQ. The Subconsultant information shall be included within the tabbed sections listed above.

For sub-consultants not named in the proposal, submittal of sub-consultant personnel will require approval by VTrans, in consultation with the Municipality prior to the sub-consultant performing any work on assignments under project specific work for a municipality.

The successful Consultant will have fully executed sub-agreements in place for each sub-consultant prior to the sub-consultant performing any work on assignments for a municipality.

II. Evaluation of Technical Proposals

The technical proposals will be evaluated considering the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
1. Qualifications and experience of the consultant staff	20
2. Demonstrated experience in design, project management and/or construction inspection services for federally funded transportation projects	30
3. Commitment of resources and staff shown on the organizational chart to complete projects and assignments outlined in the scope of work	10
4. Demonstrated and documented commitment to quality	10
5. Experience with the municipalities. Knowledge of VTrans sponsored locally managed projects procedures and project development, including demonstrated knowledge of federal and state requirements.	25
6. Responsiveness to RFQ requirements. Quality and clarity of proposal	5

III. Required Shipping Information

A. Clearly indicate the following on the outside of the **sealed** envelope or package containing the technical proposals:

- a. Name and address of the prime consultant
- b. Due date and time (**January 6, 2017** - 2:00 p.m.)
- c. "At-The-Ready Consultant Engineering Services for Municipalities"

B. Submit the **sealed** envelope or package to the **Nydia Lugo, Municipal Assistance Bureau, Agency of Transportation, One National Life Drive, Montpelier, VT 05633-5001**, prior to **2:00 p.m., on Friday, January 6, 2017**.

C. **Proposals or unsolicited revisions received after the specified due date and time will not be accepted and will be returned to the consultant.**

IV. Rejection Conditions

A. VTrans reserves the right to reject any or all proposals received as a result of this RFQ. A proposal may be rejected for one or more of the following reasons, or for any other reason deemed to be in the best interest of VTrans:

- a. Failure of the consultant to adhere to one or more provisions of this RFQ.
- b. Failure of the consultant to submit information required by this RFQ.
- c. Failure of the consultant to follow generally accepted ethical and professional standards during the RFQ process.
- d. Communications about this RFQ with VTrans personnel other than the Point of Contact listed in this RFQ.
- e. Technical Proposals exceeding the page limit.
- f. Technical Proposals that are not printed in accordance with the requirements of this RFQ. (To include, but not limited to: paper size, font specifications, single or double sided printing, etc).
- g. Failure to provide the correct number of copies of the Proposals as specified in this RFQ.

It is the intent of VTrans to select consultants under this RFQ based on the highest ranked proposals in accordance with federal law regarding qualifications-based selection (known as the Brooks Act.) No direct work will be performed for VTrans. All work assignments will be under separate contracts with the Municipalities, and VTrans will not be a party to those contracts.

Once the consultants are selected, the At-the-Ready Qualified Roster is created. When the municipality intends to hire a consultant for a project through the At-the-Ready process, the municipality through a consultant selection committee will review the qualifications of at least three of the firms in the Roster and selects the one that best represents their needs. The Municipality will issue a RFP which requests a scope and fee proposal to allow them to negotiate the labor classification and hours or firm fixed price that is considered to be fair and reasonable to the Municipality. Payment for specific contracts will utilize an actual cost plus fixed fee structure or a firm fixed price. The Municipality will indicate the proposed payment structure when requesting an estimate. If a satisfactory contract cannot be negotiated for a specific assignment, the Municipality may formally terminate negotiations and then undertake negotiations with the next most qualified consultant from their initial review of three. If negotiations are successful the municipality can initiate a contract with that firm.

For actual cost plus fixed fee work assignments: Meals allowed per the state contract will be reimbursed at actual cost up to the maximum State rates. Mileage will be reimbursed at State Rates except that mileage reimbursement may be increased for crew vehicles if the consultant can document higher rates based on past company records or audited rates. **Please be aware that breakfast and mid-day meals are not eligible for reimbursement unless an overnight stay is required.**

For actual cost plus fixed fee work assignments: Lodging will be reimbursed at actual cost and on the basis of reasonable rates as determined by the Municipality (subject to approval by VTrans) when such overnight lodging is authorized and required by the Municipality.

VTrans reserves the right to request and consider the opinions of any Municipal, State and/or Federal Entity relative to the qualifications, capability and performance of any consulting firms and/or sub-consultants identified in responses to requests for proposals to this RFQ.

Each consultant notified of its eligibility to be placed on the Qualified Roster, must, upon notification of such eligibility, 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 05633-1104. The telephone number is (802) 828-2386. The municipalities **must NOT execute a contract** until the consultant is registered with the Secretary of State's Office. A consultant may check the status of its registration at <https://www.vtsosonline.com/online/BusinessInquire/>.

A Conflict of Interest Disclosure Form, and a Debarment and Non-Collusion Form are required to be submitted before entering into contract with the Municipality. A Consultant Performance Evaluation shall be submitted by the Municipality when the project is completed. These forms can be found at the Municipal Assistance Bureau SharePoint Site ([https://outside.vermont.gov/agency/vtrans/external/Municipal Assistance Bureau - Local Projects/Shared Documents/3. Procurement Forms and Templates/At-the-Ready \(ATR\) Consultant Engineering Services for Municipalities](https://outside.vermont.gov/agency/vtrans/external/Municipal%20Assistance%20Bureau%20-%20Local%20Projects/Shared%20Documents/3.%20Procurement%20Forms%20and%20Templates/At-the-Ready%20(ATR)%20Consultant%20Engineering%20Services%20for%20Municipalities)).

If any consultant is aggrieved by a determination by VTrans that the consultant was not selected to be placed on the Qualified Roster, the consultant may appeal in writing to VTrans' Chief of Contract Administration. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice of those consultants who are and are not selected to be placed on the Qualified Roster. VTrans' Chief of Contract Administration shall then consult with representatives of VTrans' Municipal Assistance Bureau, and the Chief will then issue a decision in writing, which shall be final and not further appealable.

All proposals become the property of VTrans upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposing consultant. Unselected proposals may be destroyed or returned to the Consultant at VTrans' discretion. VTrans 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 this RFQ in part or in its entirety if it is in the best interests of VTrans and the Municipalities. This RFQ in no way obligates VTrans to list any consultant on the Qualified Roster, nor does it obligate any Municipalities to award work.

Sincerely,

Nydia Lugo
Technical Development Engineer