

Town of Waitsfield
9 Bridge Street
Waitsfield, VT 05602
March 5, 2012

REQUEST FOR QUALIFICATIONS

Issued: Monday, March 5, 2012

Due: Friday, March 30, 2012

Waitsfield STP BIKE (24)S

I. INTRODUCTION

The Town of Waitsfield, Vermont, herein after referred to as the Municipality, is soliciting Construction Inspection Services for the above referenced project. Construction includes, but is not limited to, the following: curbing installation, sidewalk construction, roadway construction, storm drainage installation, sign placement and relocation, pavement overlay, new pavement markings, and landscaping.

The municipality has appointed Valerie Capels as the Municipal Project Manager (MPM) to act as its representative for project development. The municipality has contracted with Bannon Engineering, Inc. (Design Engineer) to provide engineering services during the construction phase.

The project is being developed through the Local Transportation Facilities (LTF) section of the Vermont Agency of Transportation (VTTrans). One requirement of the LTF program is that the municipality provides the necessary oversight of the construction of the project. **This oversight includes the Construction Inspection Services hiring an independent Inspection contractor to provide construction inspection with sampling/testing of the construction materials is performed. This RFQ seeks to hire a consultant that can provide these services to the Town of Waitsfield.**

Project plans are in the process of being finalized and will be available for viewing at the office of the MPM, Waitsfield's Town Office, 9 Bridge Street, Waitsfield, VT 05673 and on-line at www.waitsfieldvt.us. Contract plans and documents may be purchased from Reprographics / ReproDigital (450 Weaver Street, Winooski, VT 05404, 1-800-696-0084) for the cost of production and shipping. The selected Construction Inspection individual or firm will be provided a copy of the Contract Documents and the Construction Plans at no charge.

Project Description

This project consists of construction inspection of the contractor's work, and having the testing of materials incorporated into a project in the Town of Waitsfield, Vermont as stated in the above project description:

The bid documents require construction work to be completed not later than October 31, 2012.

Duties and expectations for the consultant in carrying out this project are presented in the *Scope of Services* attached hereto.

Submission Requirements

In order to be considered responsive to this RFQ, each statement of qualifications shall include the following:

1. Four (4) copies of the statement of qualifications with pages numbered consecutively.
2. A composite schedule, including all sub-consultant work, by task.
3. A completed copy of VTrans Form AF38. 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 subconsultant sealed in a separate envelope. The information submitted shall meet the requirements of Form AF38 at a level commensurate with the anticipated magnitude of each subconsultant'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 statement if this information is current and on file with VTrans.

All statements of qualifications become the property of the Town upon submission. 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 qualifications 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 Town. This request for qualifications in no way obligates the Town to award a contract.

Criteria for Selection

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

Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	2	5	10
Knowledge of the Project Area	2	5	10
Availability of Technical Disciplines	5	5	25
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

Selection

An evaluation board will review and evaluate each statement of qualifications, based on the above criteria. Firms will then be ranked and the top three firms may be interviewed by the board. Upon completion of any interviews, negotiations will begin with the top-ranked firm. If a scope and fee is not 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.

The evaluation board is expected to consist of: LTF Project Supervisor, Waitsfield Road Foreman, a Selectboard member, and the MPM, or their representative.

Project Requirements

The consultant awarded this contract shall, upon notification of award, 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 and sub-consultant(s) 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.

The consultant awarded this cost plus fixed fee contract shall be responsible for furnishing the Town 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.

The consultant's attention is directed to the VTrans DBE Policy Requirements as outlined in Section 203.07 of the Specifications for Consultant Services. These requirements outline the State's and the consultant's responsibility with regard to the utilization of Disadvantaged Business Enterprises (DBE) for the work covered in this RFQ. Copies of the VTrans current DBE Registry are available upon request to VTrans. It is expected that all consultants will make good faith efforts to solicit DBE subconsultants.

Prior to beginning any work, the selected 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 Town.

All Work will be accomplished in accordance with the following:

- Current VTrans Local Transportation Facilities (LTF) Guidebook for Municipally Managed Projects
- Consultant Contract Provisions dated October 1998 (from LTF Guidebook on Agency's web site)
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Materials Sampling Manual
- VTrans Approved Products List
- VTrans List of Materials with Advance Certification
- Manual of Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2006
- VTrans Supplemental Specifications
- VTrans General Special Provisions for All Projects

Submission Schedule

Responses to this Request for Qualifications shall be submitted to:

Valerie Capels, Town Administrator
Town of Waitsfield
9 Bridge Street
Waitsfield, VT 05673

and must arrive at the Town offices no later than **12:00 p.m. on Friday, March 30, 2012.** Responses received after the deadline will not be accepted.

The Selectboard meets on the 2nd and 4th Mondays of each month. Award of a contract may be made as early as the Selectboard's April 9, 2012 meeting. The next Selectboard meeting is April 23, 2012.

Appeal Process

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Waitsfield, Town Selectboard, 9 Bridge Street, Waitsfield, VT 05673. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Selectboard is final.

Questions

All questions related to this RFQ shall be directed to Valerie Capels, Municipal Project Manager, at townadmin@madriver.com or at (802) 496-2218. Other than very routine questions, all questions must be submitted in written form: will be answered in writing and distributed to all firms signifying an interest in submitting their qualifications. No questions will be accepted within the time frame starting seven (7) days prior to the submission due date.

Valerie Capels
Town Administrator

Attachment: Scope of Services, Construction Inspection – 2012 Issue