



Office of the Town Administrator  
Town of Hinesburg  
10632 Rte 116  
Hinesburg, VT 05461  
www.hinesburg.org  
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802.482.2281x221

# REQUEST FOR QUALIFICATIONS

## Engineering Studies, Design and Permitting

HINESBURG BIKE (54) - CA0326: Hinesburg Village North Sidewalk

The Town of Hinesburg, Vermont is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for Hinesburg Village North Sidewalk in the Town of Hinesburg. The Town is seeking a Consultant with expertise in designing, engineering and permitting such a project as outlined in the attached site map. 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.

### **Project Development**

Through a cooperative agreement between the Town and the Vermont Agency of Transportation (VTrans), the Town will manage the project while the VTrans Local Transportation Facilities Unit (LTF) administers funding and reviews project material for compliance to Federal and State standards and policy's as laid out in the LTF Guidebook.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of Hinesburg's Selectboard.

Hinesburg's Town Administrator will provide Municipal Project Manager (MPM) services.

Joe Colangelo, Town Administrator  
10632 Rte 116, Hinesburg, Vt. 05461  
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The consultant will work directly with the Municipal Project Manager throughout the development process.

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 Supervisor, Nancy Avery VTrans, LTF, One National Life Drive, Montpelier, VT 05633-5001 – phone (802) [828.5608] or email [nancy.avery.state@state.vt.us](mailto:nancy.avery.state@state.vt.us)

The lead local contact and administrative support for the project is Joe Colangelo, Town Administrator

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

### **Project Requirements**

All work will be accomplished in accordance with the following:

- VTrans CADD Manual / MicroStation format, if necessary.
- Consultant Contract Provisions dated October 1998 (from LTF Guidebook on Agency's web site).
- LTF Guidebook
- LTF Project Development Process

### **Project Description**

Upon completion, 1100', 5' in width, of new sidewalk will rest along the east side of Rte 116, connecting Commerce Street with Riggs Road in Hinesburg Village.

Two (2) major elements of this project will require attention. First, the portion of Rte 116 pegged for this sidewalk improvement is currently under review by state, local, and private developers for the proposed Hannaford Supermarket on Commerce Street. Potential improvements that would impact this project are possible widening of Rte 116 and the placement of a new culvert under Rte 116. Second, this project calls for a pedestrian bridge over Patrick Brook.

Ultimately a second phase of this sidewalk will be built to connect Riggs Road to CVU Road along the east side of Rte 116. At the time of the completion of the entire project, nearly 6 miles of contiguous paved pedestrian walkways will intertwine throughout Hinesburg Village.

### **History of the Project**

This project fits perfectly into the more holistic planning efforts Hinesburg has actively worked to achieve over the past few years. Currently, the final touches are being done to a 7050' federally funded recreation path that connects the library to the post office via CVU Road and Mechanicsville Road. The addition of the Hinesburg Village North Sidewalk furthers the objectives in the Hinesburg Town Plan that calls for the creation of a truly walkable village growth area. Both Hinesburg's Village Steering Committee and Hinesburg's Trails Committee have been charged by the Selectboard to work on pedestrian connectivity.

### **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. We are not seeking a scope of work or cost proposal at this time. For more information on the QBS process please contact VTrans, LTF, One National Life Drive, Montpelier, VT 05633-5001.

### **Submission Requirements**

**Please furnish six (6) 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 Hinesburg Village North Sidewalk – HINESBURG BIKE (54). 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.**

All Statements of Qualification will 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 Qualification 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.

**Submission Schedule**

Statements of Qualifications (SOQ) are to be submitted to:

Joe Colangelo, Town Administrator  
 Town of Hinesburg  
 10632 Rte 116  
 Hinesburg, VT 05461

SOQ’s must be received at the Town offices no later than **4:00 p.m. on May 31, 2013**. SOQ’s received after the deadline will not be accepted. Questions will be answered up to May 24, 2013 after which a compiled list of all questions asked and answers will be furnished to all interested consultants. It is the goal of the Town to review the Statements of Qualifications and the Selection Committee to meet collectively and choose the three most qualified firms within three weeks of the submission deadline. 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 May. An anticipated start date for the project would be July 1, 2013. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Hinesburg Selectboard.

**Selection**

The Selection Committee includes the MPM, a second representative of the Town & VTrans Project Supervisor. They will review and evaluate each statement of qualifications, based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms 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 and negotiations will begin with the top-ranked firm. 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

**Criteria for Selection**

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

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
<b>TOTAL</b>			<b>100</b>

## **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.

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

The Consultant awarded this 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.

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 Town.

## **Appeal Process**

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Hinesburg Selectboard, 10632 Rte 116, Hinesburg, VT 05401. 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 Town Selectboard is final.

All questions related to this RFQ shall be directed to the MPM, Joe Colangelo, Town Administrator Phone 802.482.2281x221 or email [jcolangelo@hinesburg.org](mailto:jcolangelo@hinesburg.org).

Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

Sincerely,

Joe Colangelo,  
Hinesburg Town Administrator,  
Municipal Project Manager

# Hinesburg Village North Sidewalk CVU Rd to Commerce Street

