

**Brookfield Halfway Brook Culvert
FEMA Subgrant ID: EMB-2021-BR-007-0010**

**Request for Qualifications
Design Engineering Services
Town of Brookfield, Vermont**

Date Issued: February 21, 2023

Date Due: 4:00pm March 21, 2023

Contact person: Connor Rigney, Planner, 802-457-3188 x3010, crigney@trorc.org. All questions related to this Request for Qualifications shall be addressed, via email, to this individual no later than 5 business days prior to the Date Due above.

I. INTRODUCTION

The Town of Brookfield is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for a scoping, design, and engineering study for construction of a culvert replacement in the Town of Brookfield, Vermont. 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 Connor Rigney, Planner, Two Rivers-Ottawaquechee Regional Commission. 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 Brookfield Selectboard, through its Municipal Project Manager, Connor Rigney.

II. PROJECT REQUIREMENTS

Although a FEMA grant is funding the design and engineering scope, the Town wishes to follow VTrans MAS guidance anticipating future construction funding opportunities to ensure compliance. All work will be accomplished in accordance with the following:

- Specifications for Contractor Services (found on the VTrans MAS website).
- VTrans CADD Manual/MicroStation format.

III. PROJECT DESCRIPTION

The purpose of the project is to conduct a scoping, design and engineering study for the construction of a culvert replacement on Halfway Brook Road in Brookfield. Culvert 14 is an existing 72" x 50ft round metal pipe with a concrete box min. of 8ft H x 21ft W,

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with bed retention sills, concrete headwalls and flared wingwalls. Specific tasks for this project include:

1. An engineering and design study (to verify the replacement structure size).
2. Site survey work.
3. NEPA review, meetings and updates with the Town.
4. Assistance in developing an application for implementation.
5. Development of Benefit-Cost Analysis.

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 one PDF copy of the Statement of Qualifications with pages numbered consecutively to crigney@trorc.org by the due date above.

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 Brookfield Halfway Brook Culvert. 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 Town of Brookfield planning commission chair, selectboard chair, and municipal project manager. The Selection Committee will make a recommendation to the Brookfield Selectboard to award a contract.

The selection committee will review and evaluate all Statements of Qualifications based on the following criteria:

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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 early March. An anticipated start date for the project would be March 20th. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Brookfield 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 short list 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 email address indicated.

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 Brookfield. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. The Town of Brookfield 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 Brookfield. This solicitation in no way obligates the Town of Brookfield 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 Qualifications. 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 Brookfield Selectboard, 40 Ralph Rd., Brookfield, VT 05036. 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 VTrans Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.