

# REQUEST FOR QUALIFICATIONS

## Design Engineer Services

Milton STP BP16(10)  
Route 7 Sidewalk Gap Project

Town of Milton  
43 Bombardier Road  
Milton, VT 05468

**Issued: March 10, 2017**

**Due: April 7, 2017**

**Contact:** Benjamin D. Heath, P.E.  
Municipal Project Manager  
Hamlin Consulting Engineers, Inc.  
136 Pearl Street  
Essex Junction, VT 05452  
802-878-3956  
[bheath@dlhce.com](mailto:bheath@dlhce.com)

### **Introduction**

The Town of Milton (Town) is requesting Statements of Qualifications (SOQ) from engineering firms (Consultants) for design services for the proposed Route 7 Sidewalk Gap Project in the Town of Milton (Project). The Town is seeking a Consultant with expertise in survey, engineering, and permitting for the project tasks as presented in the Project Description below. 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 team 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. This project will require topographic and right-of-way survey, engineering, and other special expertise and it is anticipated that if the proposed team consists of multiple firms, that the firm with pedestrian facilities design expertise will be the lead consultant. For more information on the QBS process, please contact the Vermont Agency of Transportation (VTrans), Municipal Assistance Bureau (MAB), One National Life Drive, Montpelier, VT 05633.

### **Project Development**

Through a cooperative agreement between the Town and the Vermont Agency of Transportation, the Municipal Project Manager will manage the project while the VTrans MAB administers funding and reviews project material for compliance with Federal and State standards and policies as laid out in the MAB Guidebook.

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

The Town has procured a Municipal Project Manager (MPM), Benjamin D. Heath, P.E., from the firm of Hamlin Consulting Engineers, Inc., 136 Pearl Street, Essex Junction, Vermont 05452, telephone (802) 878-3956, or e-mail [bheath@dlhce.com](mailto:bheath@dlhce.com). The consultant will work directly with the MPM throughout the development process.



The project will be developed according to the guidelines established by the VTrans Municipal Assistance Bureau. Questions related to the MAB project development process can be answered by VTrans Municipal Project Supervisor (MPS), Derek Kenison, VTrans, Municipal Assistance Bureau, One National Life Drive, Montpelier, VT 05633-5001 – phone 802-828-4691 or email derek.kenison@vermont.gov.

### **Project Requirements**

All work will be accomplished in accordance with the most recent versions of the following:

- VTrans CADD Manual, All CADD will utilize AutoCAD format
- Consultant Contract Provisions (from MAB Guidebook on Agency's web site).
- MAB Guidebook
- MAB Project Development Process
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Approved Products List
- VTrans List of Materials with Advance Certification
- VTrans Standard Specifications for Construction 2011
- VTrans Supplemental Specifications
- VTrans General Special Provisions for All Projects
- Manual on Uniform Traffic Control Devices
- Town of Milton Public Works Specifications

### **Project Description**

In 2016 a study of the US Route 7 Milton Corridor was performed by Parsons Brickerhoff, WSP, and Third Sector Associates for the Town of Milton and the study was funded by Chittenden County Regional Planning Commission (CCRPC). The report details the findings and recommendations of the corridor study which assessed conditions along a four-segment section of Route 7 in central Milton, extending 3 miles from Forbes Road to Main Street. The study included public involvement which was designed in the spirit of the CCRPC 2014 Public Participation Plan and was integrated into all aspects of the work plan. The goal of the corridor improvements is to balance regional and local transportation needs, improve safety for all users, provide convenient multimodal transportation options, and enhance the quality of life and wellbeing of the community. The study found that the corridor is generally not pedestrian friendly, with significant gaps in the sidewalk network and limited opportunities to cross Route 7 safely. To address these issues, several short-term improvements were recommended, including completing the sidewalk network in the area between Nancy Drive and Haydenberry Drive.

US Route 7 serves as both the primary commercial and commuter corridor for the Town of Milton with the majority of commuters destined to points south via I-89 which connects Milton residents with larger employment centers in Chittenden County. Route 7 within the project area is functionally classified as an undivided urban minor arterial, and lies within an approximate four rod right of way. Travel lanes in the project area are generally 11 feet wide with paved shoulders and a speed limit of 35 mph. Sidewalks in the project area are complete on the south side of Route 7 and are inconsistent with several large gaps on the northern side of Route 7. In 2012, the project area had an average annual daily traffic (AADT) count of 13,300 vehicles. There are no curbs within the project area.

The goal of this project is to construct approximately 3,800 linear feet of sidewalk with associated drainage, curb, landscaping, and crosswalk features to fill in four gaps which exist on the northern side of Route 7 between Nancy Drive and Haydenberry Drive. Without a complete sidewalk network on both sides of Route 7 between large residential centers and the central commercial district, pedestrian safety is challenged and it hinders Milton's ability to grow as a walkable community. In particular, the pedestrian gaps result in poor pedestrian accessibility from the Bert's Mobile Home Park and multi-family housing in Checkerberry



Village to the existing CCTA bus stops within the project area and to the center of Town. The completion of this project will enable residents to walk from Nancy Drive to Rene's Market completing a 1.8-mile sidewalk network from a densely populated residential area to the town core commercial center and Milton High School.

Conceptual plans of the improvements were developed by Dubois & King and LandWorks as part of a large-scale streetscape and sidewalk design for the Milton 4D Project (Defining Downtown from Diner to the Dam). The concept plans proposed complete street cross sections for multiple sections of the Route 7 Corridor. The concept plans noted that the project will likely include State of Vermont Wetland Permits and may need to address right of way acquisition along the project corridor. There were also two sidewalk segments that will need to cross small ravines and will likely require retaining walls.

The goal is to construct this project during the 2019 construction season.

### **Scope of Work for Design Engineer**

The following is a template scope of work excerpted from VTrans MAB guidebook. It is the anticipated minimum level of effort expected of the selected Consultant. Identification of project specific scope requirements will be the responsibility of the selected Consultant(s) prior to submitting a detailed scope of work and cost estimate.

#### **General Scope of Work**

- Background and Reference Materials:** This scope of work covers all the steps noted in the *VTrans Municipal Assistance Bureau Local Projects Guidebook - 2014*. The selected consultant will need to become familiar with the scoping study and concept plans developed for the Town along the Route 7 corridor. The MPM will provide these documents upon selection.
- Coordination/Documentation:** All project meetings and telecommunications will be documented and sent to the MPM and possibly others as directed. A project file will be maintained with all pertinent correspondence.
- Project Status Updates:** Monthly project updates will be generated and sent by email to the MPM, MAB Municipal Project Supervisor (MPS), the Town, Project Team and any other individuals we are asked to add to the copy list.

#### **Phase A – Project Definition Work Tasks**

1. **Pre-design Conference:** An initial meeting with the MPM, MPS and Project Team where the anticipated scope of services is discussed and clarified.
2. **Data Collection:** A survey of the project area(s) shall be completed as part of the scope of work, which shall include, but is not limited to, elevations, utility poles, roadway, existing drainage infrastructure, existing road striping, property corners, right of way markers, existing vegetation, existing natural and cultural resources, existing sewer and water infrastructure, as well as any utilities that are present within the immediate project limits along with any additional features not identified that will be needed to complete the design. Prior to the survey, individual property owners will be notified by letter written on Town letterhead by the consultant which introduces the surveyors and informs the property owners of the survey schedule. A base plan of existing conditions will be submitted to the MPM once the all survey activities are completed.

The survey will be performed to VTrans Standards. The survey data will be imported using current VTrans Standards and will create a 3-dimensional digital terrain model (DTM) as well as an annotated base plan showing all the existing detail.



Three copies of the base plan will be provided to the MPM at an appropriate scale along with a digital copy. After the initial plot, an engineering field review will be completed to verify the survey plot and to identify additional engineering related survey needs. The existing Right-of-Way (ROW) will be depicted on the plan. Approximate existing side property lines and owner's names will be added to the base plan based on available electronic tax map information.

3. **Critical Environmental Resources and Permit Requirements:** Complete field research and a site review will be required to identify potential constraints such as historic districts, structures or properties, hazardous waste, archaeologically sensitive areas and wetlands. If archaeological field investigations become necessary, a separate budget request will be made at the time the required scope is identified. Wetlands must be flagged in the spring of 2017 and the consultant will work with a wetlands district ecologist to get state confirmation of the delineation. State and local permit related needs will be investigated to determine the implications related to various design options, cost and the project schedule.
4. **Initiate Conceptual Design:** Upon completion of the field survey, conceptual design will be completed to identify the major project design challenges. This work will include creating a template that will allow for modeling and developing proposed slope limits then completing several critical cross sections to depict potential impacts to utility poles, trees, fences etc. that will need to be addressed. In addition, consideration will be given to potential storm water treatment related grading that will further extend the slope limits in certain areas.
5. **Town and Utility Officials Meeting:** Arrange a meeting with key town officials. A representative(s) from the affected utility companies will need to be invited. The meeting purpose will be to discuss project challenges related to existing utilities and work to agree upon resolutions.
6. **Conceptual Plans Development:** Conceptual Plans will be developed according to the MAB guidelines. During the plans development, it is anticipated that two meetings will be required with the MPM, MPS, Town Officials, and other affected parties, to present various design options to address items such as environmental impacts, horizontal and vertical locations of proposed sidewalks and curbs, retaining walls, tree impact mitigation/avoidance options, easements, and other design related options for consideration. Since the new sidewalk may impact sensitive resources that could affect decision making, the plans should depict the anticipated impacts to natural and cultural resources on the Conceptual Plans. In addition, storm water treatment should be addressed on the Conceptual Plans. Coordination with ANR officials must be completed early and that input shall be used as a basis for the design. Environmental permit related issues associated with each option, as well as a construction cost estimate and easement requirements, will be identified to facilitate decision making. Once the plan package is complete, it will be submitted along with supporting documentation to the MPM, MPS, and the Town for review and comment. After comments are received, a Comment Review Meeting will be held to agree upon resolutions. The agreed to resolutions will then be incorporated into the Conceptual Plans. A set of Revised Conceptual Plans will then be submitted, along with a digital copy to the MPM.

Plans and supporting data comparing design options for work session meetings will include:

- Meeting memos.
- Conceptual Plans (Title Sheet, Typical Sections, Site Plan and Profile Sheets with proposed layout, Cross Sections, Stormwater Control, and Impacts to Natural and Cultural Resources).
- Summary of Conceptual Plan Comments with suggested resolution for discussion and updating at the Comment Review Meeting.
- Construction Cost Estimate.



- Easement requirements
  - Draft list of abutters for Town to update.
  - Public Notice of the meeting.
7. **Environmental Impact Resolution:** After acceptance of the Conceptual Plans by the Town, the Consultant will proceed with submitting documentation necessary to obtain the National Environmental Policy Act of 1969 (NEPA) permit, which for this project is expected to be a Categorical Exclusion Document. The submittal will include the standard Environmental Analysis Sheet. The VTrans Environmental Section will be responsible for submitting the environmental documentation to the FHWA for an expected categorical exempt determination. In addition, the Consultant will obtain the jurisdictional determination for all Federal, State, and Local permits.

## Phase B – Project Design Work Tasks

8. **Preliminary (60%) Plans:** Once the environmental determination has been made, the plans will be detailed further as described in the MAB Guidelines. This is a major design step as it will include detailed drainage design, including the formal storm water discharge permit application (if required), landscape design, site plan, cross section, and profile details. Provide technical information for use in preparing the remaining State and Federal permits required for the project. Copies of the plans will be sent to the utility companies. The design team will submit two full sets and digital copies of Preliminary Plans along with an estimate of probable construction costs to the MPM.
9. **Utility Relocation:** In the conceptual phase, we initiated early coordination with the utility companies to plan out the anticipated relocation needs (if required). At this time, 60% Plans will be sent to the utility companies who will be asked to show their detailed relocations including anticipated guy poles and wires. The relocations will be added to the plans and will begin to assess potential impacts to private property and sensitive resources. Once the utility relocations are final, we will draft Utility Relocation Agreements in accordance with the process outlined in the MAB Guideline.
10. **Property Owner Meetings:** The Consultant will contact the owners and arrange for individual meetings at the Town Office Building. If preferred by the property owner, the meeting may also be held on site. Invitees to the individual property owner meetings will include the MPM, a representative from the Town, and a Design Engineer representative able to explain the proposed improvement and any associated impacts to the subject property. The representative will also explain the ROW process and ask ROW related questions to complete the Property Owner Report. Input from the property owners will be received and documented. Plan revisions will be made as agreed to by the MPM, MPS and the Town.
11. **Re-evaluation of the Categorical Exclusion:** It is assumed that the Consultant will need to update the CE to reflect revisions to the project scope and related impacts or proposed mitigation since it was first submitted and approved. This updated document will be forwarded to the MPS for processing by the VTrans Environmental Section.
12. **Right-of-Way Acquisition:** Rights to construct the improvement will be obtained following the process as outlined in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Since we will not be able to estimate the magnitude of this work effort until Phase A is complete, we are not including this item in the work scope at this time. At the completion of Phase A, we will generate a proposed scope of work and cost estimate to complete these services.



13. **Abstract of Title:** An abstract of the title is required for all acquisitions. Since we will not be able to estimate the magnitude of this work effort until Phase A is complete, we are not including this item in the work scope at this time. At the completion of Phase A, we will generate a proposed scope of work and cost estimate to complete these services.
14. **Right-of-Way Plans:** ROW plans are required for this project. Since we will not be able to estimate the magnitude of this work effort until Phase A is complete, we are not including this item in the work scope at this time. At the completion of Phase A, we will generate a proposed scope of work and cost estimate to complete these services.
15. **Appraisals/Appraisal Review/Negotiation/Certification Letter:** All of these steps will be completed in a manner consistent with the requirements as outlined in the MAB Guidebook. Since we will not be able to estimate the magnitude of this work effort until Phase A is complete, we are not including this item in the work scope at this time. At the completion of Phase A, we will generate a proposed scope of work and cost estimate to complete these services.
16. **Final (85%) Plans:** The project plans and associated documentation will be updated to incorporate changes required by the permitting agencies, the ROW process and the final utility relocations. The Final Plans with an updated list of items, quantities, a cost estimate and a Quality Control and Quality Assurance (QA/QC) plan will be submitted to the MPM and MPS for review and concurrence. Any requested revisions will be incorporated.
17. **Municipal Certifications:** The Town will complete submittal of all required certifications to VTrans including but not limited to ROW and Utility as well as statements of compliance with applicable local, state and federal regulations, permits, agreements and clearances.
18. **Contract Plans (100%):** These plans will incorporate all comments received on the 85% plans. In addition, contract specifications, special provisions and the final estimate will be completed and submitted to the MPM and MPS.

### **Phase C – Construction Services Work Tasks**

19. **Preconstruction Conference:** Design Engineer will send a representative to this meeting that will be chaired by the Construction Resident Engineer.
20. **Construction Assistance:** Design Engineer will remain available to provide design engineering services which may include shop drawing review, addressing field changes, and attending the final inspection.

### **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, MAB, One National Life Drive, Montpelier, VT 05633-5001.



## Submission Requirements

Please furnish four (4) copies of the Statement of Qualifications with pages numbered consecutively to:

**Benjamin D. Heath, P.E.**  
**Municipal Project Manager**  
**Hamlin Consulting Engineers, Inc.**  
**136 Pearl Street**  
**Essex Junction, VT 05452**  
**802-878-3956**  
[bheath@dlhce.com](mailto:bheath@dlhce.com)

Envelopes shall be sealed and clearly marked "Milton STP BP16(10) – Design Engineer Services" Please limit the submission to 25 pages, not including the resumes. Include resumes for all subcontractors. Please include a pdf of the SOQ on a compact disk. All pages shall be numbered 8 ½" x 11" pages (including all attachments). Information better suited to a larger paper size should be folded to an 8 ½" x 11" size. The respondent shall specifically state their receipt of any addenda to the RFQ, if applicable.

The submission package should include a cover letter describing your firm's interest in working with the Town on the project and identification of the principal personnel that will provide the requested services.

**Interested bidders should register their intent by sending an e-mail to the MPM so as to be placed on the question distribution list.** All questions related to this RFQ shall be directed to the MPM at [bheath@dlhce.com](mailto:bheath@dlhce.com). Other than very routine questions, all questions must be submitted in written form and will be answered in writing and distributed to all firms signifying an interest in submitting their qualifications. **No questions will be accepted after April 3, 2017 4:00pm.**

All Statement of Qualifications must be received **no later than 4:00 PM on April 7, 2017**. Statement of Qualifications and/or modifications received after this time will not be accepted. No facsimile-machine produced proposals will be accepted. Email submissions will not be accepted.

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's qualifications to perform survey, engineering, and permitting services for the project. SOQ's should include the following:

- Description and history of the design firm, the proposed project team and technical abilities.
- Examples of previous projects of similar nature performed for municipalities by the same staff that will be assigned to this project.
- Description of the general approach to be taken toward completion of the project.
- Description of the firm's capability to have this project ready to bid in the Spring of 2019.
- Description of experience with federally funded transportation projects and familiarity with VTrans Standard Specifications for Construction and familiarity with the MAB Guidebook.
- Description of experience with right of way easement acquisition.
- References for each previous project example, including the name, municipality, phone number, and email address information for each reference.

It is the desire of the selection team that SOQs focus on the technical abilities of the respondent's team. The SOQ should clearly identify the Project Manager who will be the single point of contact for the project, that person's qualifications, and a statement that this person will be assigned to this role for the entire duration of the project. SOQ's should also include provisions for NEPA documentation portion of the project and qualifications of all proposed sub-consultants to be utilized for this work and any other sub-consultants that will be utilized for the project.



**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 responding 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.

**Selection**

The Selection Committee includes the MPM, Town Manager, Town Public Works Supervisor, and the 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	2	5	10
Knowledge of the Project Area	1	5	5
Qualifications / Experience of Proposed Staff	6	5	30
Response from References Provided by Municipalities	3	5	15
Experience with Easement Acquisition	4	5	20
Knowledge of Federal & State Standards and Policies	4	5	20
<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 VTrans 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 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 VTrans MAB 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 responding firm, they may appeal in writing to the Town of Milton Selectboard, Town of Milton, 43 Bombardier Road, Milton VT 05468. 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.

Respectfully,



Benjamin D. Heath, P.E.  
Municipal Project Manager

