

Town of Warren: Request for Qualifications (RFQ) for Design Engineer

Project: Warren STP EH12(4)

The Town of Warren is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for Covered Bridge #6 Restoration in the Town of Warren. The Town is seeking a Consultant with expertise in designing, engineering and permitting a bridge which focuses on the repair of the western abutment and the addition of wingwalls, as described in the Project Description and History. 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 Warren Selectboard.

The Local Project Manager (LPM), Barry Simpson, can be reached at the following address:

Barry Simpson, Director of Public Works

Town of Warren, Vermont

Post Office Box 337

Warren, Vermont 05674

Email: forevermont@hotmail.com

802-496-2709 x29

The consultant will work directly with the LPM Project Manager and Vtrans during 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:

LTF Project Supervisor

Wendy Pelletier, PE

VT Agency of Transportation, LTF,

One National Life Drive,

Montpelier, VT 05633-5001 – phone (802) 828-3885 or email wendy.pelletier@state.vt.us

The Town's administrative and financial records support for the project is provided by:

Ruth Robbins, Development Review Board

and Planning Commission Assistant

DRB/PC Assistant

Town of Warren

802-496-2709 x 28

planning@warrenvt.org

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).
- Current LTF Guidebook
- LTF Project Development Process
- 2011 State of Vermont Standard Specifications for Construction and the most current addition of the General Special provisions

Project Description and History

The Town of Warren's Wooden Covered Bridge is a 58 ft single-span Queen-post structure originally completed in 1880, spanning the Mad River in Warren Village. The original abutments were of stone, although they have been refaced with concrete as a stabilizing measure. The eastern abutment has been faced with concrete twice, most recently in 1991. The western abutment has been faced once. However, it is deteriorating (spalling and cracking) resulting in a structural deficiency, which must be evaluated and corrected or replaced. The addition of stone faced concrete wingwalls (and their orientation) to the western abutment, shall be evaluated.

The Warren Bridge slopes downward to the west about 15" over the length of its span. Water and floating debris strike the western side of the bridge abutment first during flood events. This was observed during the June 1998 flood, that caused significant flood damage in the area. The consultant shall evaluate the following two proposals:

1. reducing the pitch of the bridge to be almost flat (to increase clearance underneath)
2. reducing the length of bearing to approx. 3 ft at each end, per original design

Successive re-facing of the original stonework abutments with concrete has resulted in a detrimental encroachment into the Mad River. This increases the risk of trapping floating debris, and increases the likelihood of scour damage on the abutments. The resulting constriction should be evaluated and reduced per the recommendations of an updated hydraulic analysis. Existing reports will be provided.

The Town of Warren has historically used the embankment directly downstream of the western abutment as a location to provide access to the river for construction vehicles working on log retaining walls and to maintain a timber crib dam within sight of the bridge. (The dam is now owned by a private preservation trust.) There is also an interest in maintaining a public access to the river for swimming and fishing.

The feasibility of providing a permanent river access, meeting all permitting, hydraulic, aesthetic, budgetary and other valid concerns shall be addressed by the design consultant. If a permanent access ramp can be permitted (environmentally), the design of access control measures (such as a gate) should be included.

Several studies relating to this project are available and may be provided electronically upon request to the LPM. One of these studies is entitled, “Covered Bridge Study at Warren Bridge No. 06 (FAS 188) Town of Warren in Washington County, May 1995, by McFarland-Johnson, Inc. Binghamton, NY. Another report of interest, available on the VTRANS website, is the “1998 Vermont Historic Bridge Preservation Plan,” particularly the covered bridge section.

<http://www.aot.state.vt.us/progdev/Sections/Structures%20Info/VermontHistoricBridgeProgram/HBP03Historic%20Covered%20Bridge%20Presentation%20Plan.html>

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 **the Covered Bridge #6 Restoration in the Town of Warren.** SOQ’s should include the proposed project team, technical abilities, examples of similar 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 Qualifications 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.

Submission Schedule

Statements of Qualifications (SOQ) are to be submitted and must be received at the Town offices no later than **3:00 p.m. on Friday January 10, 2012.** SOQ’s received after the deadline will not be accepted. Questions will be answered up to **3:00 p.m on Friday Dec. 21, 2012,** after which a compiled list of all questions asked and answers provided will be furnished to all interested consultants **by the LPM.** If the Selection Committee decides to interview the highest ranked SOQ’s, the appropriate firms will be informed within three weeks of the submission date. Interviews with selected consultants may begin shortly afterward. The selection of the most qualified firm and negotiations with that firm (including agreement on **a detailed scope of work and a cost proposal**) is anticipated to conclude in early **February 2013.** The anticipated start date for the design work would be mid February **2013.** Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Warren Selectboard.

Selection

The Selection Committee includes the LPM, Town & VTrans Project Representative. They will review and evaluate each statement of qualifications, based on the ranking criteria detailed in **Attachment A**. Firms will then be ranked accordingly. The Selection Committee may decide to shortlist 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 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 ranking criteria, as detailed in **Attachment A**, will be the primary method used to evaluate qualifications.

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, 26 Terrace Street, Montpelier, VT 05609-1104. 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.

The Prime consultant must be on the VTrans pre-qualified Consultant list in at least one of 3 specialties (listed below), or be found eligible for addition to the list, prior to SOQ submission.

Pre-qualified Consultant Categories:

B02 Bridges

R06 Rehabilitation (Buildings; Structures; Facilities)

S09 Structural Design; Special Structures

The Prime Consultant and any Sub-Consultants must have a current Vermont Agency of Transportation Form AF38 on file with VTrans prior to signing a contract. The AF38 form should be completed at a level commensurate with the anticipated magnitude of proposed work. The AF38 form and any financial information should be submitted directly to VTrans Audit Section. This information will be kept confidential on file in the Audit Section. Please note in the Proposal if this information is currently on file with VTrans. Form AF38 can be found on the VTrans website (www.aot.state.vt.us/conadmin/relateddocs.htm).

The Construction Inspector 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 the RFP. 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.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the Municipality requesting approval of such a change. This change will also need to be approved by VTrans.

Appeal Process

If the award of the contract aggrieves any firms, they may appeal in writing to the **Town of Warren Selectboard, Post Office Box 337 Warren, Vermont 05674**. 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.

All questions related to this RFQ shall be directed to the LPM, Barry Simpson, whose contact information has been provided above. Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.

