

Slate Rock Road Box Culvert TAP TA24(17)

Request for Qualifications Design Engineering Services Guilford, Vermont

Date Issued: Tuesday, May 13th 2025

Date Due: Friday, June 6th 2025

Contact person: Colin Bratton, Municipal Project Manager, cbratton@windhamregional.org, 802-257-4547 ext. 109

All questions related to this Request for Qualifications shall be addressed, in writing, to this individual no later than 5 business days prior to the Date Due above.

I. INTRODUCTION

The Town of Guilford, Vermont requests Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for the Slate Rock Road Box Culvert project (#CA0847) in the Town of Guilford. The Municipality is seeking a Consultant with expertise in the design, engineering and permitting of box culverts and flood resiliency projects. 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 by Colin Bratton, Windham Regional Commission, Municipal Project Manager. The owner of the project is the Town of Guilford and the ultimate authority for the design engineering consultant during the project rests with the Guilford Selectboard.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by the VTrans Project Supervisor Ashley Andrews, Municipal Assistance Section, by phone at (802) 498-5548 or email at Ashley.Andrews@vermont.gov.

II. PROJECT REQUIREMENTS

All work will be accomplished in accordance with the following:

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website <https://vtrans.vermont.gov/highway/local-projects>).
- MAS Project Development Process flow chart (found on the VTrans MAS website).
- Specifications for Contractor Services (found on the VTrans MAS website).
- VTrans CADD Manual/MicroStation format.

III. PROJECT DESCRIPTION

This project is for the design, engineering and permitting of a concrete box culvert with a 14' span, 8' width, and 35' in length on Slate Rock Road where it crosses the Fall River, approximately 0.5 miles from the intersection of Slate Rock Road and US-5. The concrete box culvert will be buried 3' feet, resulting in a clear height of 5' feet above streambed and providing approximately 70 square feet of waterway area. Bed retention sills 12" inches in height should be placed no more than 8' feet apart across the width of the structure, with one sill placed at both the inlet and the outlet. The box culvert shall be filled level to the streambed with E-Stone, Type III in order to provide the conditions necessary for aquatic organism passage. The specifications for this structure are based on the recommendation of Vermont Agency of Transportation and Agency of Natural Resources staff in a 2022 Hydraulics Study. The box culvert will be designed to meet all VTrans Hydraulics Manual standards for stream equilibrium and bank full width.

This project is intended to improve flood resiliency, prevent future wash outs of Slate Rock Road and reduce sedimentation of the Fall River, as well as improve aquatic organism passage. The existing boiler tube culvert (#762-05) is undersized and prone to failure. The culvert has regularly overtopped during high water events, most recently in July 2023, causing major wash outs that cut off all vehicle access for the approximately 30 households located on Slate Rock Road beyond the location of the existing structure. The new box culvert, designed to the standards of the VTrans Hydraulic Manual, will be capable of handling flows from increasingly frequently large stormwater events. This project is intended to limit future damage to Slate Rock Road, reduce sedimentation and protect water quality in the Fall River, currently rated by the Agency of Natural Resources as a B-1 Very Good waterway for aquatic biota and fisheries.

Slate Rock Road is located off of US-5 approximately 1.5 miles north of the Massachusetts border and is a dead-end road with no outlet other than the State Highway. Plans to maintain access to Slate Rock during construction and any resulting right-of-way impacts must be included as part of the design, engineering and permitting process.

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 a digital copy 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 Slate Rock Road Box Culvert (#CA0847). 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 Municipal Project Manager, the Guilford Town Administrator, Town Highway Superintendent and a representative of the Guilford Selectboard. The Selection Committee will make a recommendation to the MAS Project Supervisor / Manager and the Guilford Selectboard to award a contract.

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

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 June 2025. An anticipated start date for the project would be July 1st, 2025. Notification to all responding firms of the selection will follow immediately upon the decision of the Guilford 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 address indicated.

Submit as an electronic submission via e-mail clearly identified as an SOQ, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

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 Guilford. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. The Town of Guilford 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 Guilford. This solicitation in no way obligates the town 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 Proposal. 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

Guilford Selectboard, 236 School Road, Guilford, Vermont 05301. 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 Guilford 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 Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.