

Athens Brookline Road Box Culvert TAP TA24(14)

Request for Qualifications Design Engineering Services Athens, 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 Athens is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for the Brookline Road Box Culvert project (#CA0859) in the Town of Athens. The Municipality is seeking a Consultant with expertise in the design, engineering and permitting of box culverts. 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 Colin Bratton, Municipal Project Manager, Windham Regional Commission. The owner of the project is the Town of Athens and the ultimate authority for the design engineering consultant during the project rests with the Athens Selectboard, through its Municipal Project Manager.

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 / Manager Derek Kenison, Municipal Assistance Section, by phone at (802) 595-4316 or email at Derek.Kenison@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

The purpose of the RFQ is for the design, engineering and permitting of an 8' wide by 6' high concrete box culvert, approximately 40' feet in length, on Brookline Road in Athens where it crosses the Grassy Brook, roughly 1,000 feet north of the town line with Brookline. This project is funded through the VTrans Transportation Alternatives Program and is intended to address the repetitive failures of the existing structure in this location that have caused wash outs and persistent sedimentation of the Grassy Brook. The new concrete box culvert will meet all VTrans Hydraulics Manual standards for stream equilibrium and bank full width and additionally shall be designed to accommodate aquatic animal passage. A properly aligned box culvert of sufficient size in accordance with Vermont Hydraulic Standards will prevent future wash outs during major stormwater events as well as reduce the regular erosion and sedimentation that occurs at this location during non-emergency conditions. The specifications for the concrete box culvert are based on the recommendations of an Agency of Natural Resources River Engineer made during a December 2023 site visit with town and Windham Regional Commission staff.

Construction of a new, more resilient box culvert at this location is critical to maintaining the flow of personal, municipal and emergency vehicles into and out of the town of Athens. Brookline Road is the sole access from Athens south into Brookline and provides a critical connection for residents and emergency vehicles. When Brookline Road washes out in this location it causes an upwards of 23-mile detour through three neighboring towns. This project will prevent future wash outs, both improving water quality and strengthening the overall resiliency of the transportation system in the Town of Athens.

This culvert is of particular importance due to its location close to the headwaters of the Grassy Brook, a tributary of the West River. This structure sits approximately a quarter mile from the headwaters of the Grassy Brook on the slopes of Windmill Mountain. Erosion and sedimentation in the upper reaches of the stream have substantial negative downstream impacts on water quality. The West River is one of the largest watersheds in Southeastern Vermont and there are a large number of important natural, cultural and recreational resources located downstream from the confluence with Grassy Brook. The construction of the new concrete box culvert is intended to prevent future sedimentation and safeguard water quality and the overall health of the watershed.

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 Athens Brookline Road Box Culvert project (#CA0859). 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 Town Highway Superintendent and a representative of the Athens Selectboard. The Selection Committee will make a recommendation to the MAS Project Supervisor / Manager and the Athens 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 [DATE]. An anticipated start date for the project would be [DATE]. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Athens 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 Athens. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. The Town of Athens 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. This solicitation in no way obligates the Town of Athens 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 Athens Selectboard, 25 Brookline Road, Athens VT 05143. 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 Athens 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.