



## **Introduction**

The Northwest Regional Planning Commission (NRPC) is issuing this Request for Qualifications (RFQ) for Planning, Engineering and Environmental Services, as appropriate, for the topic areas described below. The NRPC intends to select contractors with broad-based skill sets, as well as smaller contractors that specialize in one or more of the topic areas identified below.

The NRPC seeks to select qualified and innovative contractors to provide a suite of services to the NRPC for a two-year period. The NRPC may extend one or more of the contracts for up to two additional one-year periods. The program will commence in July 2017 and extend through June 30, 2019, with possible extensions to June 30, 2020 and June 30, 2021. Contract extensions will be based on contractor performance for the prior contract periods and availability of funds for projects under a specific topic area. The award of a contract does not guarantee selection for any specific project.

The NRPC will be selecting qualified contractors for each of the topic areas listed below. Individual contractors may propose for one, or more than one, topic area. The NRPC will select prime contractors only and is not looking for contractor teams through this RFQ. However, once contractors are on the NRPC list if they are selected for large and multi-disciplinary projects, they may assemble project-specific teams. If project teams are formed for a specific project then the prime contractor will submit a list and an overview of qualifications for the proposed sub-contractors together with their scope of work and cost proposal. Approval of sub-contractors by the NRPC is required.

Projects funded through this program will be funded with a mix of state, federal and local funds. All federal and state requirements associated with those funds will be followed.

***Topic areas included in this request for qualifications are:***

### **Project Development (Scoping) & Technical Assistance**

Projects or technical assistance under this topic area include roadway, intersection, bicycle/pedestrian, hydraulic studies and AOP culvert design. These projects are generally selected because municipalities or previous planning studies have identified issues and there is a desire to develop specific solutions. Most studies in this topic area follow the procedures outlined in the VTrans Project Development Manual (updated in 2017). Specific responsibilities for each project are anticipated to include: evaluating Existing and Future Conditions; preparing the draft Purpose and Need Statement in coordination with the local municipality, NRPC and VTrans (for state facilities); coordinating and facilitating local concerns meetings and alternatives presentation meetings; conducting alternatives analyses including resource impact assessment; and preparing conceptual plans and scoping reports. In addition, the Project Development Manual requires extensive early coordination with the public, resource agencies and VTrans (for state facilities) in an effort to obtain early consensus on the project.

## **Transportation Planning/Corridor/Area Wide/Targeted Studies**

Corridor studies are expected to generally follow the procedures outlined in VTrans' Vermont Corridor Management Handbook, July 2005, to the extent possible. Specific responsibilities may include: analyzing Existing and Future transportation and land use conditions; developing the vision and goals for the corridor in close collaboration with the community and other stakeholders; identifying and analyzing potential short, medium and long term multimodal strategies to meet the vision and goals; and developing a corridor Implementation Plan. The consultants should demonstrate the ability to lead complex projects as well as working with stakeholder groups and facilitating a robust public involvement process.

Circulation and area wide studies address congestion and safety issues of transportation facilities and corridors in the county. Safety, mobility accessibility and connectivity of all modes are addressed and solutions for facility improvements are developed.

## **Bicycle and Pedestrian Feasibility Studies**

Projects under this topic area identify existing needs of bicyclists and/or pedestrians within a defined area by taking into consideration existing conditions, future utilization potential and safety issues; identify, prioritize and assess possible facility improvements; facilitate a public involvement process to ensure local input and support of improvement recommendations; draft a report identifying issues, discuss and illustrate proposed recommended improvements and discuss the overall feasibility of the project.

## **Water Quality Education, Project Assessment, Concept Plans, Design, and Construction Management**

Projects in this topic area may include data assessment, conceptual plans, cost estimates, final designs, and/or construction project management for water quality improvements as identified in road erosion inventories, hazard mitigation plans, stormwater master plans, flow restoration plans, pollution control plans, or related efforts to evaluate, design, and build water quality improvement projects. Projects will also include assistance with compliance with the Municipal Roads General Permit (MRGP). This topic area also includes technical services to develop curriculum and/or present trainings for the general public and municipal officials on water quality best management practices. The curriculum and trainings may include the benefits of good stormwater management, green infrastructure techniques and construction, general maintenance, and project cost estimates.

## **Municipal Roads Grants-in-Aid Pilot Project**

This topic area includes providing statewide technical assistance under the Municipal Grants-in Aid Pilot Project being coordinated by NRPC under contract with the VT Department of Environmental Conservation. This project provides grant funds to municipalities to bring select road segments up to draft MRGP standards. Technical assistance may include identifying and prioritizing sites, site visits

to offer advice on project design, general advice, and training for municipal and regional planning commission staff. NRPC requires statewide availability for this project but contractors may propose, or be selected, to work in specific geographic locations. The types of practices that will be implemented under the Grants-in-Aid Pilot Project will include:

- Grass and stone-lined drainage ditches, turnouts, and other disconnection and infiltration practices;
- Removal of grader berms and lowering of high road shoulders;
- Improvement and replacement of drainage culverts and installation of culvert headwalls and outlet stabilization;
- Addressing gully erosion on Class 4 roads; and
- Stabilizing catch basin outlets.

## **SOQ Format**

All contractors are required to prepare a Statement of Qualifications (SOQs) and a Cost Proposal as part of this submission. To be considered responsive to this RFQ, each proposal must conform to the following requirements. The contractor shall:

- › Submit an electronic copy of the SOQ via email in Adobe PDF format. The SOQ shall not exceed 30, 8 ½ x 11 sized pages, not including resumes.
- › Submit one copy of the Cost Proposal in an electronic copy in Adobe PDF as a separate email attachment.
- › Clearly indicate the following in the subject line of the email:
  1. RFQ for Planning, Engineering and Environmental Services;
  2. Attachment contents (SOQ or Cost Proposal)

**Submissions must be received by 3:00 p.m., July 21, 2017 at:**

**[Aadams@nrpcvt.com](mailto:Aadams@nrpcvt.com)**

Proposals received after the deadline will not be accepted.

Questions regarding this RFQ should be directed to Catherine Dimitruk, NRPC Executive Director at (802) 524-5958 or [Cdimitruk@nrpcvt.com](mailto:Cdimitruk@nrpcvt.com). NRPC will maintain a list of questions and answers linked to the NRPC website ([www.nrpcvt.com](http://www.nrpcvt.com)). Questions will be accepted until 3:00 p.m. July 13, 2017 and all answers posted by 3:00 p.m. July 14, 2017 to ensure all parties have adequate time to review the answers.

## **Statement of Qualifications Requirements**

The statement of qualifications should clearly indicate the topic area(s) the contractor is proposing for and, for each of these areas, demonstrate that the contractor understands the topic area, the

character of the deliverables, the services required for their delivery, and the specific tasks that must be performed.

***The SOQ should include the following:***

1. Cover Letter including a list of the Specific Topic Areas for which the contractor wishes to be considered.
2. Provide a brief introduction to the firm along with an overview of the contractor's understanding of the nature of the work and general approach to be taken.
3. Introduction to the Contractor.

Proposers should provide the following information relative to their firm:

- a) Firm name and business address, including telephone number and email contact.
  - b) Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated.
  - c) Type of ownership, and name and location of parent company and subsidiaries, if any.
  - d) Indication of whether the contractor is licensed to do business in the State of Vermont. Contractors are not required to be licensed to respond to this RFQ, but they will be required to obtain the license prior to being awarded this contract.
  - e) Number of full-time employees. Part-time employees routinely engaged by the respondent may be included if clearly identified as such.
  - f) A description of the contractor's general qualifications, including experience with similar types of contracts.
4. Qualifications and Experience for Specific Topic Area(s)

In this section contractors should provide a description of their relevant specific skills and services they offer for each of the topic areas they are proposing for.

5. Qualifications of and Experience of Key Staff for Specific Topic Area(s)

For each topic area contractors are proposing for, contractors shall identify key staff that would be assigned to this program and include the function and/or responsibility of each of the identified staff. Summaries of the past experience of these key staff should be provided, with emphasis on previous experience on similar projects. Resumes of the key staff should be included as an appendix. This section should also include a discussion of the contractor's ability to respond to requests in a timely manner.

6. Project Organization

This section should discuss the contractor's project management structure and relate the job categories listed in the Proposal.

7. References (provide a minimum of three)

The respondent shall submit names, addresses, and phone numbers of at least three references familiar with the contractor's ability, experience, and reliability in the performance and management of projects of a similar nature.

## **Cost Proposal Requirements**

The Cost Proposal shall include the following:

1. An hourly rate schedule for all job categories that may be utilized under this contract.
2. Overhead rate and fee.

## **Non-Discrimination and Title VI**

The consultant shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, federal and USDOT assisted contracts, programs and activities.

## **Confidentiality**

The successful response/proposal will become part of the contract file and will become a matter of public record, as will all other responses received. In case a proposer includes any material that is considered to be proprietary and/or confidential under 1 VSA, Chapter 5, the proposer shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response or cost proposal be marked confidential. If the Contractor marks portions of the proposal confidential, the Contractor shall provide a redacted version of the proposal for release to the public.

## **Contractor Selection Procedure**

### **Review of Written Qualifications and Cost Proposals**

Qualifications for each topic area will be evaluated separately considering the criteria listed below by a selection committee consisting of members of staff. A list of qualified contractors under each topic area will be developed based on the following criteria:

- › Responsiveness to the RFQ (10 Points)
- › Demonstration of overall understanding of the work under the proposed topic area(s) (20 Points)
- › Qualifications of the contractor and assigned personnel for specific topic area(s) (30 Points)
- › Proven record of successfully completing similar projects under specific topic area(s) (40 Points)

Once the SOQs are discussed and ranked, the cost proposals will be reviewed. The NRPC reserves the right to seek clarification of any proposal submitted and to select contractors that best promote the public interest.

All proposals become the property of the NRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the contractor.

The NRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the NRPC. This solicitation of proposals in no way obligates NRPC to award a contract.

### **Selection of Project Contractors**

The NRPC may use several methods for determining and distributing work assignments to contracted firms including the following: requesting technical proposals from more than one contractor for comparison, requesting a proposal from a single contractor, or requesting proposals addressing more than one project. Assignments will be made at the NRPC's discretion based on complexity of the assignment, experience of the contractor, capacity to complete work within the schedule, qualifications and availability of contractor staff. A task order agreement for each specific project will be developed which will include the scope of work, schedule, budget, and the maximum limiting amount of the project. It is the intention of the NRPC to provide equal workloads within each topic area to each of the selected contractors to the extent possible. However, NRPC reserves the right to make selection decisions on the basis of past performance and specific experience or skills.

The selected contractor, in partnership with the NRPC and other partners, as appropriate, will develop a project-specific scope, which will include the following items:

- › Scope-of-Work
- › Project team including proposed sub-contractors
- › Project organization (proposed staff, their role and availability)
- › Overview of sub-contractor qualifications with resumes if requested
- › Project schedule and costs

In the event that NRPC is unable to reach agreement with the selected contractor regarding scope-of-work and/or cost, one of the other contractors may be asked to prepare a scope of work.