

**TOWN OF SHARON, VT**  
**Request for Qualifications**  
**At-Ready Engineering Services Pertaining to**  
**Highway Construction and Maintenance**  
**Issuance Date: August 15, 2017**

**Services Requested:**

The Town of Sharon Selectboard is requesting Statements of Qualifications from VTRANS pre-qualified engineers to provide engineering services related to highway construction projects on an *as-needed basis and through June 30, 2018*. The Town intends to select one proposer.

Examples of requested engineering expertise includes, but may not be limited to, 1) project management services (including plan development, bid-phase, and limited construction oversight services) for a modest bank stabilization and road realignment project of  $\pm 200$  feet on Broad Brook Road (TH4 – Class 3), and 2) technical assistance as-needed on miscellaneous highway maintenance projects and implementation of storm water inventories best management practices.

There remains a possibility that limited engineering services during the construction phase of FHWA-eligible emergency repairs to (Class 2) Rte. 132 may be needed. VTRANS District 1 is coordinating the procurement process for retaining a contractor to perform repairs to areas that suffered shoulder damage and slope failure from the July 1 storm. The Town has limited administrative resources. Hence, the Town Engineer may play the role of the Town's advocate to assure that repairs remain FHWA-eligible for either 100% or 80%/20% reimbursement.

**Proposal Deadline: Thursday, August 31st, 2017 3:00 P.M.**

**Existing Conditions:**

The Town of Sharon is located at Exit 2 I89N, 10 miles northwest of the Town of Hartford. The Town is bordered by Strafford, Norwich, Royalton, Pomfret, and Hartford. The Town of Sharon has the following town highway mileage – Class 2-14.52; Class 3-33.09; Class 4-6.62.

Roads suffered damaged during the July 1, 2017 storm event. Emergency repairs to gravel roads are in suspension, as the Town awaits the results of materials sampling.

The Sharon road crew has been operating at less than full force for several months, which has also delayed some repair work and regular summer maintenance.

Prior to July 1, 2017 the Town was awarded a VTRANS Better Roads grant in the amount of \$80,000 for stabilization of a hydraulically-connected segment on Broad Brook Road. A typical section plan and preliminary construction budget have been prepared by Hammond Engineering for grant submittal purposes. The Town is also in possession of a 'Next Flood Permit' for construction. Final design needs to avoid, if possible, intrusion into the brook in order to avoid having to obtain a full Stream Alteration Permit.

**Maximum Funds Available:**

Available funding for engineering services in FY18 is in the range of  $\pm$  \$15,000. It is hoped that any additional services provided by Engineer directly related to FHWA repairs on Rte. 132 and/or FEMA-related repairs to Class 3 roads may be reimbursable through those emergency declarations.

**Inventories and Available Data**

July 1 storm: VTRANS District 4 personnel have completed a preliminary damage assessment (Excel spreadsheet) by each damaged Class 3 road. GPS coordinates for repairs have been obtained, and damaged locations have been photographed. The Town of Sharon will be reconciling actual costs for class 3 road repairs in preparation of FEMA's arrival later this summer – if a declaration ever goes through.

Disaster Mitigation: The Town has completed a culvert inventory (2014-2015) with the assistance of regional planning staff. This data is available in Excel format via VTCulverts.org.

Capital Budgeting: Hammond Engineering, of Springfield, VT is in the process of completing a capital improvement plan (CIP) for paved roads. This CIP will be completed in August 2017. Hammond Engineering will be utilizing RSMS software in preparation of this CIP.

The Town has adopted the most current VTRANS road and bridge standards. The Town adopted its Hazard Mitigation Plan on June 20, 2016 after obtaining FEMA's conditional approval.

Storm water erosion areas and BMP's: The Town is in receipt of \$14,200 of Grants-in Aid pilot funds to implement storm water BMP's in advance of a comprehensive road erosion inventory scheduled for Spring 2018. The site for this grants-in-aid project has yet to be identified. Repairs must be completed by June 30, 2018.

Sharon road crew and regional planning staff will partner in Spring/Summer 2018 to complete the Better Roads grant-funded inventory of erosion areas.

**Proposal Content Requirements:**

4 copies of proposals are requested. Proposals shall include the following information:

1. A cover letter expressing the firm's interest in working with the TOWN, including identification of the principal individuals that will provide the requested services.
2. A Statement of Qualifications in narrative form including:
  - Name, address, and brief description of the services the firm provides;
  - Statement concerning whether the firm is VTRANS "pre-qualified",
  - Statement concerning whether or not any principals or officers of the firm are debarred from doing business in the State of Vermont;

- Summary of Qualifications of key personnel to be assigned to the Town;
- Contact information for key personnel, including e-mail address, phone number(s),
- Statement concerning whether or not a Form AF38 has been filed with the VTRANS Audit Section;
- Explanation of experience related to work completed for FHWA and FEMA-eligible highway projects;
- Explanation of firm's qualifications to perform planning, permitting, designing, and engineering services in compliance with VTRANS construction standards;
- Related projects/areas of expertise and experience (including a brief description of the projects and reference contact information);
- Schedule of proposed labor rates: The proposed schedule of labor rates provided in the proposal shall be hourly rates for all classifications of personnel who may be utilized for the services requested. These rates shall be presented and broken down by direct labor cost and indirect cost by percentage or by hourly rate.

3. Evidence of required insurance coverages.

### **Submissions:**

An electronic submission and hard copies of Statements of Qualifications are requested. Please email electronic versions of responses to Selectboard Assistant Margy Becker at [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net).

3 COPIES OF sealed written Statements of Qualifications shall be mailed to Sharon Selectboard, Town of Sharon, P.O. Box 250, Sharon, VT 05065 **OR** delivered to Sharon Town Offices, 69 VT Rte 132, Sharon, VT 05065.

**Both the hard copies and electronic versions of SOQ's are due by 3:00PM, Thursday, August 31.** SOQ's received after the deadline will not be accepted.

Questions will be answered up to 5PM Monday, August 28, after which a compiled list of all questions asked and answers will be furnished to all interested consultants. Please address questions to Margy Becker, Selectmen's Assistant (802-763-8268 #4) or via email at [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net).

All Statements of Qualifications (SOQ) become the property of the Town. The expense of preparing and submitting a proposal is the sole responsibility of the consultant.

### **Award of Contract:**

It is the goal of the Selectboard to award a contract to the best qualified and most responsible proposer within two weeks of the submission deadline. The Selectboard may request interviews, if it is deemed necessary in the public interest.

In determining the "best qualified and most responsible proposer," the following criteria will be considered:

1. Qualifications and expertise of the proposer(s), individual qualifications of key personnel;
2. Understanding of services being requested;
3. Knowledge of area;
4. Schedule and availability;
5. The ability and capacity and of the proposer to obtain additional technical expertise required for completion of required services;
6. Experience with federal aid projects and federal/state regulations and permitting
7. Reasonableness of Labor Rate Schedule;
8. The character, integrity, reputation, experience, financial resources and performance of the proposer(s) under previous contracts with the municipality and elsewhere.

The Town reserves the right:

1. to accept or reject any or all SOQ in whole or in part;
2. to amend, modify, or withdraw this Request for Qualifications;
3. to require supplemental statements or information from proposers;
4. to extend the deadline for responses to this Request;
5. to waive or correct any irregularities in Statements of Qualifications received;
6. to negotiate separately with one or more competing firms; and
7. to award the contract deemed to be in the best interest of the Town.

All responses to, provisions of, amendments and attachments to this solicitation shall be the basis for an Agreement for Services with the successful bidder.

It is hoped the selected Engineer will sign an Agreement for Services within 15 calendar days from the date of the Notice of Award. Prior to execution of an Agreement, Consultant shall apply for registration with the Vermont Secretary of State's Office to do business in Vermont, if not already so registered.

The Engineer must have a current VTRANS Form AF38 on file with the VTRANS prior to signing the 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.

Once an Agreement with selected Engineer is finalized, remaining firms will be notified of the result of the Town's bid award.

**Insurance Requirements:**

**GENERAL LIABILITY INSURANCE:** ENGINEER shall supply the Town with a Certificate of Insurance showing general liability coverage of all major divisions including, but not limited to, the following: Premises-Operations, Products and Completed Operations, Personal Injury Liability, Contractual Liability. The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence  
\$2,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$50,000 Fire/Legal/Liability

*ENGINEER shall name the Town of Sharon, its officers and employees, as additional insureds for liability arising out of this Agreement.*

**PROFESSIONAL LIABILITY COVERAGE:** (Errors and Omissions Coverage)

Professional Liability Insurance Coverage for \$1,000,000 Each Occurrence and \$3,000,000 annual aggregate. *The ENGINEER must list the Named Member as Additional Insured's on their Professional Liability Policy.*

**For More Information on this Solicitation:**

Questions about this RFQ should be directed to the TOWN – Margy Becker (Selectboard Assistant) at [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net) (802) 763-8268 ext. #4. Copies of the “PDF” version of this Request for Qualifications will be available upon e-mailed request, via download from the Town’s website [www.sharonvt.net](http://www.sharonvt.net), the Vermont Bid System website, or by phone #802-763-8268 ext#4 by noon August 17, 2017.