



## REQUEST FOR QUALIFICATIONS

### Planning and Engineering Services

The Central Vermont Regional Planning Commission (CVRPC) is issuing this Request for Qualifications (RFQ) for Planning and Engineering Services, as appropriate, for:

- Project Development (Scoping) and Technical Assistance,
- Transportation Planning/Corridor/Area Wide/Targeted Studies,

The CVRPC 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 above.

#### I. Project Schedule

2/6/18	Request for Qualifications issued
<b>2/14/18 by 12:00 pm</b>	<b>Deadline for submission of questions in writing</b>
2/15/18	Response to questions posted on CVRPC website, <a href="http://centralvtplanning.org">centralvtplanning.org</a>
<b>2/23/18 by 12:00 pm</b>	<b>Deadline for submission of qualification proposals</b>
2/27/18	Notification of selections for pre-qualification pool
<b>6/30/2021</b>	<b>Contract completion</b>

Questions regarding this RFQ should be directed to Daniel Currier, CVRPC Program Manager at [Currier@cvregion.com](mailto:Currier@cvregion.com). CVRPC will maintain a list of questions and answers linked to the CVRPC website ([www.centralvtplanning.org](http://www.centralvtplanning.org)). Questions will be accepted until 12:00 p.m. February 14, 2018 and all answers posted by 5:00 p.m. February 15, 2018 to ensure all parties have adequate time to review the answers.

**Qualification proposals must be clearly marked “RFQ for Planning and Engineering Services,” and delivered by 12:00 p.m., February 23, 2018 to:**

Daniel Currier at [currier@cvregion.com](mailto:currier@cvregion.com).

## **II. Introduction**

The CVRPC seeks to select qualified and innovative contractors to provide a suite of services to the CVRPC for a three-year period. The CVRPC may extend one or more of the contracts for up to two additional one-year periods. The program will commence in March 2018 and extend through June 30, 2021, with possible extensions to June 30, 2022 and June 30, 2023. 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 CVRPC 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 CVRPC will select prime contractors only and is not looking for contractor teams through this RFQ. However, once contractors are on the CVRPC 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 CVRPC is required.

Projects funded through this program will be funded with a mix of state, federal and local funds. All contractors, and any sub-contractors, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of an agreement. Those requirements imposed upon the State of Vermont and CVRPC, respectively, as recipients of federal funds are thereby passed along to the contractor and any sub-contractors, and those rights reserved by the U.S. Department of Transportation, Federal Highway Administration and other Federal and State agencies funding work through this agreement are likewise reserved by the State of Vermont and the CVRPC.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. Contractors are required to document whether they are a DBE or WBE. Attachment A must be included with the contractor's qualification proposal. Attachment B must be used to report subcontractor DBE/WBE status. CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford disadvantaged business enterprises full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Central Vermont Regional Planning Commission is an Equal Opportunity Employer.

**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, bridge, bicycle/pedestrian, parking, park and rides, hydraulic studies and aquatic organism passage 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, CVRPC 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 projects affecting state facilities or rights of way) 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 contractors should demonstrate the ability to lead complex projects as well as working with stakeholder groups and facilitating a robust public engagement 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.

**III. 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:

1. Submit one 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.
2. Submit one electronic copy of the Cost Proposal in Adobe PDF format. Cost Proposal must be sent in a separate email from the SOQ.
3. Clearly indicate the following in the subject line of the emails:
  - › RFQ for Planning and Engineering Services - Qualifications
  - › RFQ for Planning and Engineering Services - Cost Proposal

### **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.

Proposers should include a list of the specific topic areas for which the contractor wishes to be considered.
2. Firm Introduction and Understanding of the Work.

Proposers should 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 for the individual who will be assigned to manage the contract with CVRPC.
  - 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.

8. Disadvantaged (DBE) and women-owned (WBE) businesses participation verification Attachment A and B.

### **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 contractor 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.

## **IV. 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 CVRPC 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 CVRPC 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 CVRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the contractor.

The CVRPC 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 CVRPC. This solicitation of proposals in no way obligates CVRPC to award a contract.

### **Selection of Project Contractors**

The CVRPC 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 CVRPC'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 master agreement will be use with each pre-qualified contractor. 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 CVRPC to provide equal workloads within each topic area to each of the selected contractors to the extent possible. However, CVRPC 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 CVRPC 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 CVRPC 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.

**ATTACHMENT A**  
**MBE/WBE PARTICIPATION**

Under the terms of its grant agreements with the State of Vermont, the Central Vermont Regional Planning Commission (CVRPC) is required to ensure, to the fullest extent possible, that at least the applicable "fair share" objects of Federal funds for prime contract or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities.

To meet this objective, CVRPC tracks report all activity by Disadvantaged Business Enterprises (DBE) and Women-owned Business Enterprises (WBE). Each federal agency has established DBE/WBE "fair share" goals/objectives for its program.

Contractors awarded contracts under this RFQ agree to ensure, to the fullest extent possible, that at least the applicable "fair share" objects of Federal funds for prime contract or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities. Contractors are required to include the applicable "fair share" objectives in bid documents and to require all prime contractors do the same for subcontracts.

Please indicate whether your firm is an DBE or WBE by checking one of the following:

- Yes, I am a certified DBE or WBE
- No, I am not a certified DBE or WBE

Company Name: \_\_\_\_\_  
(Print your company name here)

By: \_\_\_\_\_  
(Name of person certifying DBE/WBE status)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT B**  
**DBE/MBE/WBE UTILIZATION**