

**Town of Brandon, Vermont
US Route 7 (Center Street) Segment 6 Improvements
NH 019-3(496)**

**Request for Qualifications
Construction Contract Manager**

Issued: January 18, 2017

Due: February 8, 2017

I. INTRODUCTION

The Town of Brandon, Vermont, herein after referred to as the Town, is soliciting Statements of Qualifications for Construction Contract Manager (CCM) for the above referenced project. , The Town is also soliciting for a companion RFQ for Construction Inspection (CI) Services for the project. The selected CI Consultant will report to the selected CCM consultant. The selected CCM consultant will report to the Town Municipal Project Manager (MPM). A consultant may only submit for one of these two RFQ's and will not be considered for both.

The project consists of roadway widening, sidewalks and curbs, pavement markings, traffic signs, signal, water main, sanitary sewer, aerial, & underground utilities and stormwater improvements for the Brandon Village portion of US Route 7 to include a portion of Franklin Street, a portion of Park Street, Center Street, Conant Square and a portion of Grove Street, as well as associated sideroads.

Construction Contract Manager 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. 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. **We are not seeking a detailed scope of work or cost proposal at this time.**

The owner of the project is the Town of Brandon and the sole authority for the selected Consultants during the project rests with the Public Works Department and the Brandon Selectboard.

The Town Department of Public Works will act as the Municipal Project Manager (MPM) for this project. **All questions related to this RFQ should be directed to the MPM:**

Daryl Burlett, Public Works Director
Town of Brandon
49 Center Street
Brandon, VT 05733
(802)247-3635 X211
dburlett@townofbrandon.com

All prospective consultants shall register their intent to respond to the RFQ by notifying the MPM in writing (e-mail to dburlett@townofbrandon.com is acceptable). Failure of the consultant to notify the MPM of their intent to respond to the RFQ may result in failure of the consultant to receive any addenda.

Questions may be submitted in writing or by E-mail to dburlett@townofbrandon.com up until noon on January 27, 2017 after which a compiled list of all questions and answers will be provided to all consultants that have registered their intent to respond to the RFQ. All questions presented will be answered in writing.

II. PROJECT AREA - LOCATION & DESCRIPTION

US Route 7 (Center Street) is a principal urban arterial that operates as a two lane highway through the project area. This section of US Route 7 serves as a major north-south link for the western side of Vermont and is within the Town of Brandon downtown limits. This portion of US Route 7 is part of the National Highway System.

Project Location:

Beginning at a point on US Route 7 approximately 5.373 KM northerly of the Pittsford/Brandon Town line and extending northerly through Brandon Village 1.852 KM to a point just north of the Vermont Route 73 (west) intersection with US Route 7.

Length of roadway (full depth)	1840.44 meters
<u>Length of bridge cold plane and overlay</u>	<u>11.80 meters</u>
Length of Project	1852.24 meters
Length of Right-of-Way Project	2000.980 meters (6564.895 feet)

Project Description:

Work to be performed includes the removal and disposal of the concrete road, widening and full depth reconstruction of US Route 7, reconstruction of sideroads, sidewalks, construction of parking areas, grading, drainage, water, sewer, relocation of aerial and underground utilities, paving, traffic signals, signs, pavement markings and related appurtenances.

CLD Consulting Engineers, Inc. (CLD) is the Design Engineer for this project. Once the Town has accepted a construction bid for this project, the CCM Consultant and CI Consultant shall take the lead engineering role through the completion of construction. During the construction phase of the project, CLD will attend a pre-construction meeting, be available to respond to questions pertaining to the design of the Project, review shop drawings for materials, and make site visits at the request of the CCM Consultant to address construction issues in the field. CLD will attend the final inspection. CLD is not responsible for construction stakeout or as-built survey work.

The project is being developed through the Municipal Assistance Bureau (MAB) section of VTrans. Scott Robertson, P.E. is the MAB Project Manager for this project. Although the project is managed locally, the use of Federal and State funds requires that permitting, environmental, and right-of-way (ROW) processes follow pertinent Federal and State regulations. One requirement of

the MAB program is that the Town provides the necessary oversight of the construction phase. This oversight includes construction engineering, inspection and sampling/testing of construction materials. This RFQ and the partner CCM RFQ seek to hire consultants that can provide these services for the Town.

Final progress plans for this project are available for viewing at the Brandon Town Office. A digital .pdf copy of the final progress plans may be obtained on CD from the MPM. These plans are not approved and are subject to change, pending final review by the Town, VTrans and VT-DEC. The selected Consultants will be provided a copy of the Contract Documents and the Construction Plans at no charge.

The CCM Consultant must comply with the Federal Highway Administration Policy for Contractor Certification of Costs in Accordance with Federal Acquisition Regulations to Establish Indirect Cost Rates on Engineering and Design-related Services Contracts; Classification Code 4470.1A; Dated October 27, 2010; OPI HIPA-20, HCFM-10.

All work will be accomplished in accordance with the following:

- Current VTrans Municipal Assistance Bureau (MAB) Local Projects Guidebook for Locally Managed Projects
- Specifications for Contractor Services dated June 21, 2014 (from MAB Guidebook on VTrans web site)
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Quality Assurance Program and the VTrans Materials Sampling Manual
- VTrans Approved Products List
- VTrans List of Materials with Advance Certification
- Manual of Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2011
- VTrans General Special Provisions for April 7, 2016
- VTrans Supplemental Specifications
- Project Special Provisions

III. SCOPE OF WORK

The Construction Contract Manager (CCM) Consultant hired to perform these services should be qualified to perform a variety of construction management, record keeping, and construction oversight activities including, but not limited to:

Task 1: Pre-Construction Phase

1. The CCM Consultant will evaluate project requirements, identifying any concerns with preconstruction and construction strategies; addressing requirements for function, cost, quality, time and logistics.
2. The CCM Consultant will evaluate the Project Master Schedule, identifying any concerns that established duration and responsibility for all major activities during all

phases of the project have been addressed.

3. The CCM Consultant will coordinate and/or attend design coordination meetings on a regular basis (minimum of two per month) with the Project Team to discuss and review all items pertinent to the design phase.
4. The CCM Consultant may assist in the identification of potential contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment.
5. The CCM Consultant will attend pre-bid conferences.
6. The CCM Consultant will review Bid Packages with the Project Team and comment on Alternate recommendations.

Task 2: Construction Administration

1. Provide project administration during construction.
2. Maintain communication with the MPM or another duly authorized Town representative on a regular basis.
3. Oversee the work performed by the CI Consultant and coordinate with the CI Consultant, Town, Design Engineer, VTrans and the construction contractor(s).
4. Review and have a thorough understanding of the contract plans, specifications, estimates and contract special provisions. Provide questions and comments on the final/contract design plans and contract documents to the MPM for resolution by the Design Engineer.
5. Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job related meetings.
6. Responsibility for coordinating all project activities and monitoring all aspects of project progress on behalf of the municipality while acting as liaison between the Town, VTrans, consultants and/or contractors as necessary. The CCM Consultant is responsible for ensuring adherence to federal and state rules and regulations relative to developing and constructing this project.
7. Review and monitor a master schedule to coordinate all activities necessary for: completing the project design, coordinating all necessary permits and approvals, relocating conflicting utilities, and project construction.
8. Review all project invoices for accuracy, completeness and reasonableness. These invoices will then be forwarded to the Town who, in turn, will submit them to VTrans with a statement attesting to the previous statement and a request for reimbursement. Provide regular progress reports to the Town and to VTrans with invoices.

9. Monitor that any permit mandates, conditions and stipulations are incorporated in the project construction.
10. Assist the municipality in all right-of-way issues. The MPM will provide or obtain certification to VTrans that the right-of-way issues have been resolved in accordance with all applicable federal and state laws and regulations.
11. Assist the municipality with utility issues for the project. Provide assurances to VTrans that federal and state laws and regulations have been complied with.
12. Verify contractor compliance with Dig-Safe requirements.
13. Ensure labor compliance records are maintained, reviewed and discrepancies resolved by the CI Consultant.
14. Ensure a detailed digital photographic record of the progress of construction is being maintained by CI Consultant in accordance with their contract requirements. Complete project record to be submitted as a deliverable upon completion of project.
15. Accompany the MPM, Design Engineer, State or Federal representatives and Town representatives on visits to the project.
16. Coordinate regularly scheduled Construction Status meetings with the Contractor, CI Consultant, MPM, Design Engineer, State or Federal representatives and Town representatives. Prepare and distribute meeting notes for all project meetings.
17. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM or another duly authorized Town representative, and the Design Engineer.
18. Ensure that contract quantities are calculated and verified by the CI Consultant in accordance with VTrans protocol.
19. Review CI Consultant recommendations for contractor suggestions / requests for changes and modifications; and submit to the MPM, or the Design Engineer if required by the MPM, for review and approval. Review CI Consultant recommendations for project change orders and recommend appropriate action by the MPM or authorized Town representative. All changes require approval of the MPM and VTrans.
20. Ensure that CI Consultant has requested and received certificates, computations and reference materials as required from the contractor. Ensure that CI Consultant has reviewed and approved submittals and shop drawings, including all Design Engineer reviews as necessary. Ensure that the CI Consultant maintains files on the project site of all items submitted by the contractor and of work done on behalf of the Town.
21. Review with the CI Consultant's recommendation for contractor progress payment estimates on a bi-weekly basis, confirm all necessary documentation to support

payment is on file with CI Consultant and provide recommendation for payment to the Town, according to Town monthly accounts payable processes.

22. Issue a Certificate of Substantial Completion at the appropriate time, based upon recommendation from CI Consultant.
23. Review CI Consultant provided certifications that work was as designed, subject to appropriate and necessary revisions during construction, in conformance with project specifications and that necessary contract provisions were fully complied with; and submit to the Town, VTrans and VT-DEC as appropriate.

The CCM Consultant field personnel will be expected to wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site. The CCM Consultant will be expected to provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.

An engineering field office will be provided by the contractor for the CCM Consultant. Internet connection will be provided at no charge. The CCM Consultant will be required to provide computer(s) for staff anticipated to be using the field office. Access to land line phone service will be provided. The CCM Consultant will be expected to provide his or her own cell phone while on site. Rental of space will not be allowed as an expense under this project.

It is anticipated that the project will be advertised by **February 28, 2017**. The award of the construction contract is anticipated within about ten weeks of advertisement. The work is anticipated to occur in phases over 2017, 2018, and 2019. The CCM Consultant should plan on being on-site during construction of the project to the extent necessary to certify, on completion of the project, that the project was built as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

The CCM Consultant will be the primary contact person representing the Town on the project. The consultant will be responsible for contacting the Design Engineer, the MPM, or another duly authorized Town representative, and the VTrans MAB representative to resolve any design related issues that may arise during construction.

IV. RESPONSE FORMAT

In order to be considered responsive to this RFQ, each SOQ shall conform to the following requirements:

1. Submit six (6) copies of the complete SOQ in a sealed package marked with the following information clearly printed on the outside:
 - a. Name and address of prime consultant
 - b. Due date and time
 - c. Envelope contents (Statement of Qualifications)
 - d. Project name & number

2. Include a cover letter expressing the consultant's interest in working with the Town including an identification of the principal individuals that will provide the requested services.
3. A description of the general approach to be taken toward completion of the project and an explanation of any variances to the proposed scope of work as outlined in this RFQ.
4. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list. The individual's names, titles, and expected duties and anticipated hours assigned by task per week should be included, as well as their level of involvement during the preconstruction, construction, and closeout phases of the project. Any personnel not specified in the proposal will require the approval of the MPM or another duly authorized Town representative prior to utilization.
5. Describe experience with federally funded transportation construction projects and familiarity with VTrans Standard Specifications for Construction. Describe experience with administering contracts with multiple funding sources.
6. Demonstration of success on similar projects utilizing the same staff as will be assigned to this project, including a brief project description and a contact name and address for reference.
7. The SOQ shall be clear and concise, not exceeding thirty (30) consecutively numbered 8 ½" x 11" pages (including all attachments). Information better suited to a larger paper size should be folded to an 8 ½" x 11" size. Proposals should be double-sided (15 sheets equals 30 pages) and use recycled paper, if possible. The consultant shall specifically state their receipt of any addenda to the RFQ, if applicable.

If any of the above requirements are not met, the SOQ may not be considered.

V. CONTRACT PERIOD, AMOUNT AND PAYMENTS

The highest ranked CCM Consultant will be notified within 30 days of the SOQ submittal date, with negotiation of the scope of work and fee to follow. Execution of an Agreement may take up to 90 days following the SOQ submittal date. The contract period shall run with the construction schedule period. Contract payments should be invoiced monthly.

VI. CONSULTANT SELECTION

The selection committee includes the MPM, the Town Manager, Water Superintendent and a Select Board representative. The selection committee will review and evaluate all proposals based on the following criteria:

<u>CRITERIA</u>	<u>WEIGHT</u>
1. Understanding the Scope of Work	25%
2. Knowledge of the Project Area	15%
3. Qualification/Experience of Assigned Staff	25%
4. Availability of Technical Resources	15%
5. Proven record of successful completion of similar projects	20%

The Town reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. Once the highest qualified firm is selected, this firm will then be expected to submit a detailed scope of work which will be negotiated and finalized prior to the submittal of a cost proposal. With the detailed scope of work in place, the highest qualified firm will submit a cost proposal which will be negotiated and approved by the Town and VTrans. 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.

The SOQ will be evaluated and awarded based on the personnel presented in the SOQ. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the Town requesting approval of such a change. This change will also need to be approved by VTrans.

VII. CONTRACT REQUIREMENTS

The CCM Consultant awarded this contract shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont within fourteen (14) days of notification of award, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633. The telephone number is (802) 828-2363. The Town will NOT execute the contract until the consultant is registered with the Secretary of State's Office.

All prospective consultants and sub-consultants shall be on the qualified consultant list for CIS Construction Management, or found eligible for addition to that list.

The CCM 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 the RFQ. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

The successful consultant will be required to submit the appropriate and required documentation to VTrans to determine compliance with the Federal Highway Administration Policy for Contractor Certification of Costs in Accordance with Federal Acquisition Regulations to Establish Indirect Cost Rates on Engineering and Design-related Services Contracts; Classification Code 4470.1A; Dated October 27, 2010; OPI HIPA-20, HCFM-10 prior to contract signing.

A completed copy of the VTrans Form AF38 will also be required prior to being awarded a contract. One copy of this financial information for the prime consultant is required, as well as one copy of the financial information for each firm designated as a sub-consultant. The information submitted shall meet the requirements of Form AF38 at a level commensurate with the anticipated magnitude of each sub-consultant's proposed work. Complete audited financial statements, balance sheets, etc. **do not** need to be submitted, if that information is on file with VTrans. Please note in the SOQ if this information is on file with VTrans.

Prior to beginning any work, the CCM Consultant shall obtain Insurance Coverage in accordance with the Consultant Contract Provisions located in the Local Transportation Facilities Guidebook. The certificate of insurance coverage shall be documented on forms acceptable to the City.

VIII. SUBMISSIONS

Consultants interested in this project should submit six (6) copies of their SOQ to:

Daryl Burrett, Public Works Director
Town of Brandon
49 Center Street
Brandon, VT 05733
(802)247-3635 X211
dburrett@townofbrandon.com

All SOQs must be received by the MPM no later than 2:00 PM on February 8, 2017.

SOQs and/or modifications received after this time will not be accepted. No facsimile-machine produced proposals will be accepted. All proposals, upon submission, become the property of the Town. The expense of preparing and submitting the SOQ is the sole responsibility of the consultant. The Town reserves the right to reject any or all SOQs received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ if it is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

VIX. APPEAL PROCESS

If the award of the contract aggrieves any firms, they may appeal in writing to the Brandon Town Select Board, 49 Center Street, Brandon, VT 05733. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Select Board is final.