



**Town of Brandon, Vermont**  
**49 Center Street**  
**Brandon, Vermont 05733**

**Request for Qualifications for Engineering Services**  
**Route 7 Overflow Culvert Design Project**

**March 9, 2015**

The Town of Brandon is requesting Statements of Qualifications (SOQ) from engineering firms (Consultants) for engineering services for design of a new overflow culvert in the Town of Brandon. The Town is seeking a Consultant with expertise in designing, engineering and permitting the project, funded in part by the Hazard Mitigation Grant Program (HGMP), as outlined in the attached scope of work.

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.

### **Project Description**

In 2013 a Final Hydraulics Report was prepared to evaluate the hydraulic capacity of Bridge 114 over the Neshobe River located on US Route 7 in downtown Brandon. The results of this study found that the capacity of the bridge is adequate, and that there were other factors which result in the overtopping of Route 7 during heavy storm events. One of the recommendations of this report was to install an overflow culvert to help mitigate overtopping of Route 7 during storm events. An Overflow Structure Report was prepared in April 2013 to evaluate the feasibility of constructing such a structure, investigate location for the structure, and provide recommendations for the overflow structure. Following this report, the Town applied for and has received an HGMP grant to conduct the design of this overflow structure.

The recommended structure is approximately 245 feet long and is a precast rigid frame founded on cast-in-place footings on excavated ledge. Attachment A includes a preliminary plan and profile submitted as part of the Overflow Structure Report. It is anticipated that two phases of construction will be required to maintain traffic during construction. Please note that these drawings are preliminary only. Design of the overflow structure needs to take a number of factors into consideration including, but not limited to, utilities, impacted retaining walls, impacted Gazebo Park features, traffic control, and project phasing. There are several existing underground utilities that will cross over the proposed structure. There will be utility reconstructions as part of the Route 7 Segment 6 project that is currently under design, therefore, the Consultant for this project is responsible for obtaining the necessary information regarding Segment 6 utility relocations.

There are currently two adjacent projects that are under design which are both in metric units. Due to the interconnectivity of these projects, the potential need for data sharing, and the potential for combining project(s) during the construction phase, project design of this project MUST be completed in metric units (including development of Cad files, design, and all other project work).

### **Submittal Requirements:**

- A. All firms responding to this request shall submit a proposal to provide structural engineering services as well as work to complete all permits required for construction. We are not seeking a detailed scope of work or cost proposal at this time.
- B. All firms shall submit the original and four (4) copies of the proposal by mail to Robin Bennett, Town Manager, 49 Center Street, Brandon, Vermont 05733 or hand-delivered to 2417 Franklin Street, Brandon, Vermont 05733, in a sealed package marked "Response to Request for Qualifications and Proposals – Overflow Culvert Design".
- C. Proposals submitted must provide complete information as indicated in this request.
- D. Proposers are prohibited from contacting any representative of the Town of Brandon Selectboard regarding this proposal in order to ensure a fair review and selection process.
- E. Proposals should be limited to 20 pages (page limit does not include title page or table of contents).
- F. Late responses, incomplete proposals and/or email proposals will not be accepted and will not be considered for award recommendation.
- G. All questions should be directed to Robin Bennett, Town Manager, by e-mail at rbennett@townofbrandon.com by April 1, 2015 @ 5:00 pm. A compiled list of all questions asked and answers will be furnished to all interested consultants.
- H. Prior to the final selection, firms may be required to submit additional information which is deemed necessary to further evaluate the firm's proposal.
- I. The Town of Brandon is exempt from the Vermont State Sales Tax.
- J. All proposals must meet appropriate Local, State and Federal Requirements.
- K. All SOQ's will become the property of the Town upon submission. The cost of preparing, submitting and presenting is the sole expense of the proposing consultant.
- L. The Town reserves the right to reject any and all Statements of Qualification received as a result of this solicitation, to request additional information, or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town.
- M. This Request for Qualifications in no way obligates the Town to award a contract.
- N. The Town will not reimburse the proposer for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, and attendance at interviews.

- O. The contract will require that the Consultant selected maintain general liability, automobile, worker's compensation and errors and omissions insurance. Other required provisions will include the Town of Brandon's right to terminate the agreement, at its sole discretion, upon the provision of notice.

**Required Contents for Proposals:**

Statement of Qualifications (SOQ) shall be submitted to:

Via mail:  
Town of Brandon  
49 Center Street  
Brandon, Vermont 05733

Hand-delivered:  
Town of Brandon  
2417 Franklin Street  
Brandon, Vermont 05733

Proposals shall include the following:

- A. Title Page: Indicate the proposal subject, the name of the proposer's firm, address, telephone number, name of the contact person and company email, and the date.
- B. Table of Contents: Include a clear identification of the material by section and by page number.
- C. Identification and Qualifications of Assigned Personnel: Provide the names and resumes of the key staff who will be assigned to this project, and identify the name of the staff member that will be the primary point of contact on behalf of the Consultant. The responsible engineer must be licensed to practice in the State of Vermont, and must have at least five (5) years experience practicing as an engineer with a practice focused on representation of local government(s).
- D. Firm Qualifications and Experience: Provide information about the firms experience in providing structural engineering services to Vermont municipal governments and private institutions, and a discussion regarding experience with FEMA related projects in which the firm was involved. Include a description of similar projects completed by the firm and by the proposed project manager within the past ten (10) years. Provide at least two (2) references including organization names, contact persons, and phone numbers.
- E. Understanding of the Project: The firm shall describe their understanding of the project and how their experience and qualifications will best help the Town achieve the project's goals and needs.
- F. Conflict of Interest: Potential conflicts of interest must be disclosed.

*We are not seeking a detailed Scope of Work or cost proposal at this time.*

**RFQ Schedule**

RFP Advertisement – March 20, 2015  
Questions due – April 1, 2015 @ 5:00 pm

Submittals due – April 10, 2015 @ 4:00 pm  
 Evaluation/Interviews complete – April 24, 2015  
 Selectboard Approval – April 27, 2015

SOQ's received after the deadline will not be accepted. It is the goal of the Town to review the Statements of Qualifications and the Selection Committee to meet collectively and rank the firms. Interviews with selected consultants may begin shortly afterward and the selection of the most qualified firm and negotiations with that firm will follow. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Brandon Selectboard.

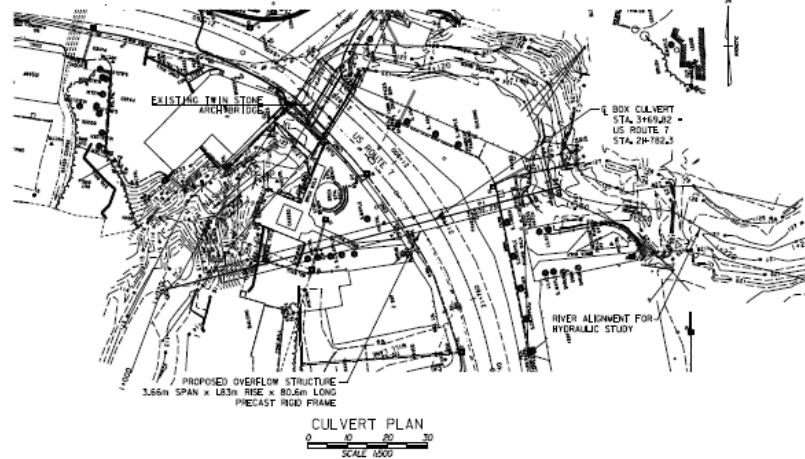
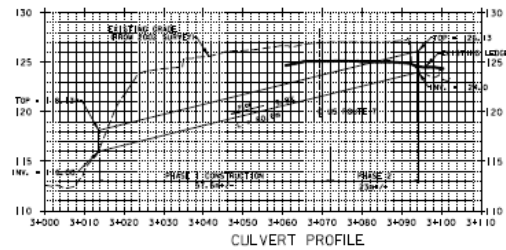
**Criteria for Selection**


The Committee will review and evaluate each statement of qualifications, based on the criteria below. 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.

The following criteria, as a minimum, will be used to evaluate qualifications:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	4	5	20
Availability of Technical Disciplines	2	5	10
Qualifications / Experience of Proposed Staff	4	5	20
Ability to Meet Schedules & Budgets	2	5	10
Past Performance on Similar Projects	4	5	20
Knowledge of Applicable Standards and Policies	2	5	10
Experience with HMGP process	2	5	10
<b>Total</b>			<b>100</b>

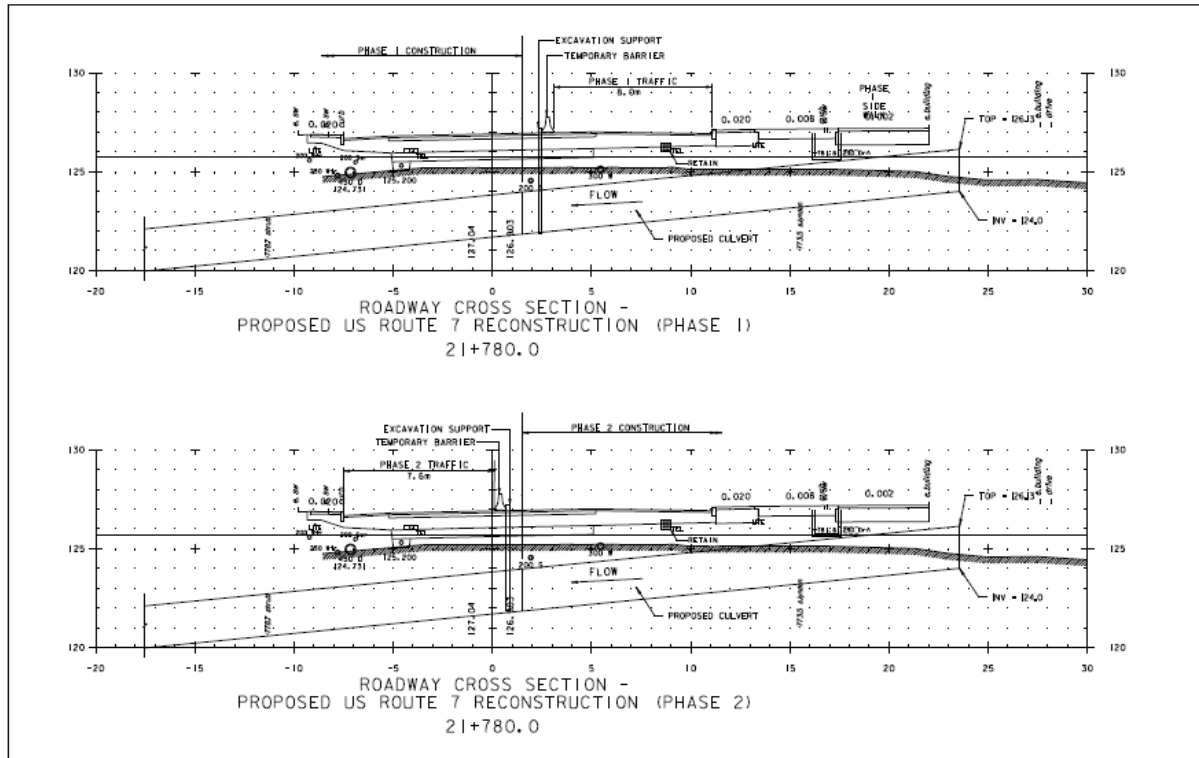
Attachment A – Pages from Brandon Overflow Structure Report




 50 Commercial Street, Manchester, NH 03101  
 (603) 684-6223 - Fax (603) 684-8862  
[info@clconsultants.com](mailto:info@clconsultants.com) - [www.clconsultants.com](http://www.clconsultants.com)  
 1000 - New Hampshire - Vermont

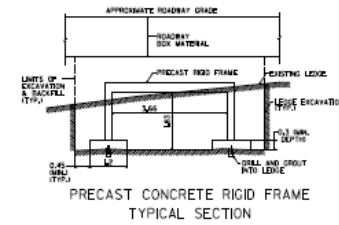
PROJECT NAME: BRANDON	PLAT DATE:
PROJECT NUMBER: NH 019-3158)	DRAWN BY:
FILE NAME:	CHECKED BY:
PROJECT LEADER: JPB	SHEET 1 OF 2
DESIGNED BY:	
PLAN AND PROFILE	

Attachment A – Pages from Brandon Overflow Structure Report



ROADWAY CROSS SECTION -  
PROPOSED US ROUTE 7 RECONSTRUCTION (PHASE 1)  
21+780.0

ROADWAY CROSS SECTION -  
PROPOSED US ROUTE 7 RECONSTRUCTION (PHASE 2)  
21+780.0



PRECAST CONCRETE RIGID FRAME  
TYPICAL SECTION

CLD 02-0448 MOREL & MOORE, INC.

**CLD**  
CONSULTANTS  
543 Commercial Street, Manchester, NH 03101  
(603) 888-8223 • Fax: (603) 898-8902  
603@cldmorel.com • www.cldmorel.com  
NH • New Hampshire • Vermont

PROJECT NAME:	BRANDON		
PROJECT NUMBER:	NH 019-3(58)		
FILE NAME:	PL0T DATE:	#DATE#	
PROJECT LEADER:	JPD	DRAWN BY:	
DESIGNED BY:		CHECKED BY:	
CULVERT SECTION AND PHASING		SHEET 2	OF 2

## **Attachment B**

### **Scope of Work**

#### **Request for Qualifications**

#### **Brandon Overflow Culvert Design Project**

### **Project Administration / Description**

The Town of Brandon will retain the services of a qualified consulting engineering firm to provide engineering services to develop Conceptual, Preliminary and Final Design Plans, Permitting, Right-of-Way Plans and Documents, Technical Specifications, Contract Documents, Construction Cost Estimates and other related services for the project detailed below. Work must be completed in compliance with HGMP requirements. All project meetings and telecommunications will be documented and sent to the Town, unless otherwise directed. A project file will be maintained with all pertinent correspondence.

Project design and files MUST be prepared and designed using metric units.

Scope of Work to be completed:

#### **Phase A – Project Definition**

1. Pre-design Conference
2. Data Collection
3. Environmental Resources and Permit Requirements
4. Conceptual (25%) Plans
5. Environmental Impact Resolution

#### **Phase B – Project Design**

1. Preliminary (60%) Plans
2. Utility Relocation
3. Permit Preparation
4. Right of Way (ROW) Process
5. Re-Evaluation of Environmental Impact Resolution
6. Final (85%) Plans
7. Required Certifications
8. Contract Plans (100%) and Documents

#### **Phase C – Construction**

Complete construction services are not included in this Request for Qualifications. The Town anticipates utilizing the design engineers for limited construction phase assistance.