

**ROXBURY ER 0188 (11)**  
**TH-1 PERMANENT SLOPE STABILIZATION**

**Request for Qualifications**  
**Construction Inspection and Testing Services**  
**Roxbury, Vermont**

**Date Issued: September 10, 2020 Date Due: October 1, 2020 @ 4:00 pm**

**Contact person: David McShane, (802) 777-5052, [mchsaneulf@tds.net](mailto:mchsaneulf@tds.net).** All questions related to this Request for Qualifications shall be addressed, in writing, to this individual no later than 5 business days prior to the Date Due above.

**I. INTRODUCTION**

The Town of Roxbury, Vermont, herein after referred to as the Municipality, is soliciting Statements of Qualification for Construction Inspection Services for the above referenced project. The project includes, but is not limited to, the following: erosion control, heavy rip-rap, slope repair, box cutting, gravel, paving and guardrails.

The project is managed locally by David McShane, Municipal Project Manager (MPM). The owner of the project is the Town of Roxbury and the ultimate authority for the construction inspection services consultant during the project rests with the Town of Roxbury Selectboard, through its Municipal Project manager.

The municipality has also contracted with Dubois & King to provide engineering support during the construction phase.

The project is being developed through the Municipal Assistance Bureau (MAB) of the Vermont Agency of Transportation (VTrans). 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 locally managed Federal Aid projects is that the municipality provides the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. This RFP seeks to hire a consultant that can provide these services to the Town of Roxbury.

Questions related to the MAB project development process can be answered by the VTrans Project Supervisor Chris Hunt, Municipal Assistance Bureau, by phone at (802) 595-4556 or email at [Chris.Hunt@vermont.gov](mailto:Chris.Hunt@vermont.gov).

Final plans for this project are available for viewing at the Roxbury Town Offices, 1664 Roxbury Road, Roxbury, Vermont. The Town Office is open Tuesday through Thursday, 9:00 am to noon/1:00 pm to 4:00 pm and Friday 9:00 am to noon. Call the MPM at (802)777-5052 to schedule an alternate day if these times are not possible. Any consultant expressing interest in

this project, upon request to the Roxbury Town Clerk, plans can be sent electronically. The selected Construction Inspection individual or firm will be provided a copy of the Contract Documents and the Construction Plans at no charge.

## **II. PROJECT REQUIREMENTS**

All work will be accomplished in accordance with the following:

- Current MAB Guidebook for Municipally Managed Projects (found on the VTrans MAB website <https://vtrans.vermont.gov/highway/local-projects> ).
- Specifications for Contractor Services (found on the VTrans MAB website).
- 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 on Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2018
- VTrans General Special Provisions for 2018 Standard Specifications
- VTrans Supplemental Specifications
- Project Special Provisions

## **III. PROJECT DESCRIPTION**

The purpose of the project is construction of slope stabilization and stone toe wall, guardrail replacement and repaving of a section of Warren Mountain Road. The project encompasses 425.00 feet of roadwork, 394.14 feet of ROW project and 188.29 feet of slope stabilization. The location of project is from the Village of Roxbury, approximately 0.5 miles west on Warren Mountain Road from the intersection of Route 12A and Warren Mountain Road

## **IV. QUALIFICATIONS BASED SELECTION PROCESS (QBS)**

Construction Inspection Services 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.**

## **V. EXPECTED DUTIES OF A CONSTRUCTION INSPECTION CONSULTING FIRM**

The consultant should be able to demonstrate their qualifications to perform a variety of inspection, record keeping and construction engineering activities including, but not limited to:

### **Administration**

1. Act as the primary contact person representing the Town of Roxbury on the project. The consultant will be responsible for contacting the Design Engineer, the MPM and the VTrans MAB Representative to resolve any design related issues that may arise during construction.
2. Maintain communication with the MPM on a regular basis.
3. Coordinate with the Municipality, Design Engineer, VTrans and the Construction Contractor(s).
4. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
5. Attendance at a pre-bid conference at the Municipality's request, if applicable. Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job-related meetings.
6. Make sure contractor contacts Dig-Safe.
7. Preparation of Daily Reports, including documentation of pay item quantities.
8. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the MPM, Design Engineer, State or Federal representatives, and Municipal representatives.
9. Accompany the MPM, Design Engineer, State or Federal representatives and Municipal representatives on visits to the project.
10. Participate once every two weeks in regularly scheduled Construction Status meetings with the Contractor, MPM, Design Engineer, State or Federal representatives and Municipal representatives.
11. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM and the Design Engineer.
12. Calculation and verification of the final contract quantities.

13. Review and submit to the Town, or the Design Engineer if required by the Town, any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents. Review and prepare any change orders required for the project, including coordination with the contractor, municipality and design consultant if needed. Change orders will include the preparation of an independent cost estimate for items of work that were not included in the original contract unit prices.
14. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
15. Prepare a Contractors progress payment estimate on a bi-weekly basis.
16. Issue a Certificate of Substantial Completion at the appropriate time.
17. Provide certification to the Municipality and VTrans that this project was constructed 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.

### **Construction Inspection**

1. Maintain a presence on the project during times when contractor and subcontractor activities are underway.
2. Check that the contractor complies with all construction contract requirements, Town of Roxbury permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.
3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section.
4. Tracking of utility relocation and plotting of final facility locations on the final as-built plans (if any).
5. Erosion control monitoring in accordance with applicable permits.
6. Review and verify traffic control activities.
7. Development of final as-built plans by marking up a set of contract plans.

8. Check that completed work complies with the plans and specifications and is true to line and grade.
9. Wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.
10. Provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.
11. Inspect work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.

### **Materials and Equipment Inspection and Testing**

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation; ensuring that the independent laboratory is performing preliminary process control tests on material samples in accordance with QAP Level 3 of VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) to ensure continued quality in the work. Review the test reports and certificates and forward to the MPM for decision on acceptability.
2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
3. Record materials certifications in accordance with VTrans procedures.
4. The selected Construction Inspection Consultant is responsible for the required acceptance testing by an independent qualified laboratory. This includes hiring an independent qualified laboratory. A list of qualified labs can be found at <https://vtrans.vermont.gov/highway/construct-material/test-cert>.

### **Ensure that the contractor is in compliance with EEO/Contractor and Labor Compliance requirements on FHWA funded projects**

1. This will include review of certified payrolls, conducting interviews with a sampling of contractor/sub-contractor employees, collecting information regarding conformance with prompt pay requirements, coordinating with the VTrans Civil Rights section as necessary, and following up with contractors regarding any corrective actions.
2. Information on the Civil Rights requirements can be found at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/CivilRights.aspx>

## VI. SUBMISSION REQUIREMENTS

**Please furnish 2 copies of the Statement of Qualifications with pages numbered consecutively.**

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's qualifications to perform planning, permitting, designing and engineering services for the TH-1 Permanent Slope Stabilization SOQ's should include the proposed project team, technical abilities, examples of previous projects, references, a proposed schedule and any other information that you consider important. SOQ's should also include provisions for the archeological and historic review components of the project and qualifications of all proposed sub-consultants.

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

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all Statements of Qualification received as a result of this solicitation or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town. This Request for Qualifications in no way obligates the Town to award a contract.

## VII. SELECTION

The Selection Committee includes the Roxbury Selectboard. The Selection Committee will make a recommendation to the MAB Project Supervisor and the Roxbury Selectboard to award a contract.

The selection committee will review and evaluate all Statements of Qualifications based on the following criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	5	5	25
Knowledge of the Project Area	2	5	10
Qualifications / Experience of Assigned Staff	5	5	25
Availability of Technical Resources	3	5	15
Proven Record of successful completion of Similar Projects	5	5	25
<b>TOTAL</b>			<b>100</b>

Interviews with selected consultants may begin shortly afterward and the selection of the most

qualified firm and negotiations with that firm is anticipated to conclude sometime in October. An anticipated start date for the project would be November 1, 2020. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of Roxbury Selectboard.

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

### **VIII. SUBMISSIONS**

Consultants interested in this project should submit their qualifications to the contact name and address indicated.

Submit as an electronic submission via e-mail clearly identified as a SOQ, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Statements of Qualifications and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The Statement of Qualifications, upon submission, becomes the property of the Town of Roxbury. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. The Town of Roxbury reserves the right to reject the Statement of Qualifications received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as in the best interest of the Town of Roxbury. This solicitation in no way obligates the Town of Roxbury to award a contract.

### **IX. CONTRACTING**

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

The 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 in any resulting Request for Proposal. . It is expected that the consultant will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Roxbury Selectboard, PO Box 53, Roxbury, VT 05669. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Bureau Guidebook Appendix. The certificate of insurance coverage shall be documented on forms acceptable to the Town.