



**Town of Bristol**  
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## **TOWN OF BRISTOL NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ENGINEERING SERVICES**

The Town of Bristol is requesting Statements of Qualifications (SOQ) from qualified engineering firms detailing the firms' qualifications, technical expertise, management, and staffing capabilities, references, and related prior experience. Required professional services will include but are not limited to preliminary engineering services, design- and construction-related services, preparation of bidding and contract documents, participation in the evaluation of bids received, preparation of a plan and associated documents for legal conveyance of the new road as public highway, monitoring and inspection of construction activities to ensure compliance with plans and specifications associated with **the design and construction of infrastructure for the Stoney Hill Business Park.**

### **I. Overview and Background**

Stoney Hill Properties, LLC (SHP) purchased an 8.61 +/- acre parcel of land behind 79 West Street from the Town of Bristol (Town) with the intention of developing a commercial business park. Previously, the Town and SHP had a successful public-private partnership that led to the design and construction of the Bristol Fire Station and construction of Firehouse Drive at 79 West Street. Construction was completed in 2016.

With assistance from a Community Development Block Grant (CDBG) planning grant through the Vermont Community Development Program, the Town partnered again with SHP to develop a site analysis and conceptual plan for development of a Stoney Hill Business Park in 2015. The analysis included an adjacent 4 +/- acre site for the inclusion of housing. The Stoney Hill Master Plan can be found on the Town's Web site at <http://bristolvt.org/employment-bid-and-for-sale-opportunities/>.

SHP received state and local permits to construct 15 housing units on the 4 +/- acre parcel adjacent to the proposed business park site and accessed from Firehouse Drive. A final design plan for the business park has not been developed. The selected consultant will work with SHP directly, or with other consultants procured by SHP, to coordinate the infrastructure components with the final design of the business park.

Town applied for and received a grant of up to \$500,000 from the Northern Border Regional Commission (NBRC) for the construction of infrastructure improvements to support the development of the business park, including the extension of Firehouse Drive, a new sidewalk,

phone and data lines, underground electricity, and stormwater. The extension of Firehouse Drive would then become a public highway and would need to be designed in accordance with appropriate roadway standards. The grant (#NBRC19GEDA03) was made possible by a collaborative effort with the US Department of Commerce, Economic Development Administration and the NBRC. As a result, David Bacon prevailing wage rules will apply as will the contract provisions required in 2 CFR 200, Appendix D. The grant agreement can also be found on the Town's Web site at <http://bristolvt.org/employment-bid-and-for-sale-opportunities/>.

A final layout and design of the Stoney Hill Business Park has not been completed. The intention was to work with the needs and specifications for a particular tenant; however, the current approach is to initiate the SHBP development with a more basic, flexible approach that could be adapted to a particular tenant after construction. Once the plan is finalized, state and local permits will be needed. The consultant will be expected to provide support through the permit process. Bid documents for construction would be developed based upon the final, approved plans. The public right-of-way will need to be defined, drawn up legally, and conveyed to the Town before construction can begin. The construction phase would include tabulating the bids, construction contract management, construction inspection, federal grant agreement compliance, and certification of the completed work.

## II. Project Schedule

Below is the project schedule as outlined in the NBRC grant agreement:

Tasks	Timeline
Request for Qualifications & selection of consultant	Winter 2019-2020
Finalize design and engineering plans	Spring 2020
Secure state and local permits	Summer 2020
Finalize construction bid documents; put project out to bid for construction	Fall 2020
Road right-of-way deed for conveyance to Town	Fall 2020
Select construction contractor(s)	Fall/Winter 2020
Begin construction	Spring/Summer 2021
Construction and construction oversight	Summer/Fall 2021
Complete construction; certify compliance with standards	Fall 2021

## III. Statement of Qualifications

Qualified firms interested in being considered should submit an SOQ that reflects their ability to provide the requested services. All SOQ submittals should be clear, concise, and allow the Selection Team to efficiently evaluate the qualifications of the submitting firm.

All SOQs must be submitted in a single PDF and contain the following components:

- A letter of interest signed by the contact representative for the firm with the name, address, and telephone number of the firm with a subject line titled: “Statement of Qualifications—Stoney Hill Business Park Infrastructure Project;”
- Statement of understanding of the proposed project;
- A detailed statement of qualifications of the participating firm;
- A list of individuals (including sub-consultants) that will be committed to this project along with their:
  - title and professional qualification
  - expected duties
  - technical capacity to complete their duties
- Examples of the firm’s experience on relevant projects (note the specific proposed team members who worked on these projects);
- Examples of the firm’s ability to meet schedules and project budgets, including projects of this scope, complexity and duration;
- Contact information for references from at least three relevant projects; and
- Any other information that you consider important.

**Do not submit a scope of work or cost proposal at this time.** A detailed scope of work and fee proposal will be requested after the most qualified firm is selected.

Attention is directed to the fact that the proposed project may be undertaken with a variety of federal and state funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

All SOQs and the information they contain will become the property of the Town upon submission. The expense of preparing, submitting, and presenting a response is the sole responsibility of the consultant. The Town retains the right to reject any and all SOQs received as a result of this solicitation, to waive any formality and any technicality, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as is in the best interest of the community. This solicitation in no way obligates the Town to award a contract. No negotiation will take place until the selection of the most qualified firm or team is completed.

#### **IV. Selection Process**

Procurement of the requested services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104 and in accordance with the Town of Bristol Procurement Policy.

The Selection Team will include the Town Administrator, the Public Works Foreman, a representative from SHP, and a member of the Selectboard. They will review and evaluate each

SOQ, based on the criteria below. Firms or teams will then be ranked accordingly. The Selection Team may interview the top ranked firms or teams if it is deemed necessary in order to choose the highest qualified consultant. Upon selection of the most qualified firm or team, a scope of work and cost proposal will be requested, 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 another ranked firm or team 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 Town will evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services based on the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior experience.

Review Criteria	Weight x	Maximum Points	= Weighted Points
Understanding of the project	5	5	25
Knowledge of project area	3	5	15
Ability to meet project schedule	2	5	10
Past performance on similar projects	3	5	15
Qualifications / experience of proposed staff	3	5	15
Clarity and quality of the SOQ	3	5	15
Local/minority/small/woman-owned/Section3 eligible businesses	1	5	5
TOTAL			100

The selection of the consultant or consultant team shall be made without regard to race, color, gender, sexual orientation, gender expression, age, religion, national origin, nor political affiliation. The Town is an Equal Opportunity Employer and encourages responses from qualified minority and woman-owned businesses.

SOQs must be submitted in a single PDF file with pages numbered either by e-mail or flash drive to the point of contact and address below **no later than 4:00pm on Wednesday, January 29, 2020:**

**Bristol Town Administrator**  
**1 South Street**  
**P.O. Box 249**  
**Bristol, VT 05443**  
[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

It is the responsibility of the participating firm to ensure that the point of contact has received a completed SOQ by the required deadline.

Questions and requests for clarification relating to this Request for Qualifications may be made to the contact person above. Only e-mail communications will be accepted. All questions and requests for clarification must be received by 4:00pm on January 22, 2020. Questions will be answered as quickly as possible and the answers posted via addendum online at the RFP site (<http://bristolvt.org/employment-bid-and-for-sale-opportunities/>).

#### **V. Appeal Process**

If award of the contract aggrieves any firms, they may appeal in writing to the Chair of the Town of Bristol Selectboard, at Town of Bristol, P.O. Box 249, Bristol, VT 05443. 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 of Bristol Selectboard is final.