**PROJECT NAME AND NUMBER**

**Request for Qualifications**

**Municipal Project Management**

**Town of XXX, Vermont**

**Date Issued: month day, year Date Due: month day, year and time** *(minimum 3-week advertisement period)*

**Contact person: Name, title, telephone # and email address.** 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.

1. **INTRODUCTION**

The Town of XXX is requesting Statements of Qualifications (SOQ)s from Consulting firms for project management services for [PROJECT DESCRIPTION] in the Town of XXX. The Town is seeking a Consultant with expertise in project management of projects funded in part by the Federal Highway Administration and the Vermont Agency of Transportation 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.

Through a cooperative agreement between the Town and the Vermont Agency of Transportation (VTrans), the Town will manage the project while the VTrans Municipal Assistance Bureau (MAB) administers funding and reviews project material for compliance to Federal and State standards and policies as laid out in the MAB Guidebook.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of XXX Selectboard.

Project development must follow the VTrans Municipal Assistance Bureau (MAB) process. Questions related to the MAB project development process can be answered by the VTrans Project Supervisor / Manager (NAME), Municipal Assistance Bureau, by phone at (802) xxx-xxxx or email at [xxxx@vermont.gov](mailto:xxxx@vermont.gov).

The lead local contact and administrative support for the project is [NAME], Town of XXX, [ADDRESS] – phone (802) [NUMBER] or email [xxxx@xxx.xx].

1. **PROJECT REQUIREMENTS**

All work will be accomplished in accordance with the following:

* MAB Guidebook for Municipally Managed Projects (found on the VTrans MAB website <https://vtrans.vermont.gov/highway/local-projects> ).
* MAB Project Development Process flow chart (found on the VTrans MAB website).
* Specifications for Contractor Services (found in the MAB Guidebook appendix).

1. **PROJECT DESCRIPTION**

The purpose of the [BRIEF PROJECT DESCRIPTION]. The project encompasses [PROJECT LOCATION].

1. **PROJECT HISTORY**

(Add additional project description and history here)

1. **QUALIFICATIONS BASED SELECTION PROCESS (QBS)**

Project management services for this project will be procured through a qualifications-based selection process (QBS) as determined by the (Public Law 92-582). This Request for Qualifications (RFQ) is a solicitation for a Statement of Qualifications (SOQ) from qualified firms. **We are not seeking a scope of work or cost proposal at this time.**

1. **SUBMISSION REQUIREMENTS**

**Please furnish ?? (?) 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 project management services for the [PROJECT NAME]. SOQ’s should include the proposed project team, expected duties of team members, primary MPM project contact, technical abilities, examples of previous projects, references, and any other information that you consider important.

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

The cost of preparing, submitting and presenting the Statement of Qualifications is the sole expense of the firm. The Town reserves the right to reject any and all Statements of Qualifications 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.

1. **SELECTION**

The Selection Committee includes *(3 to 5 members including, if requested, the MAB Project Supervisor / Manager)*. The Selection Committee will make a recommendation to the MAB Project Supervisor / Manager and the Town 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 |
| Knowledge of State and Federal Regulations and Policies | 3 | 10 | 30 |
| Experience with Public Meetings and Facilitation | 1 | 10 | 10 |
| Experience with Financial Management | 1 | 10 | 10 |
| Experience with Preparing RFP’s/RFQ’s and Scope of Work | 1 | 10 | 10 |
| Experience with VTrans MAB Project Development Process | 2 | 10 | 20 |
| Experience with Administering Projects from Preliminary Design through Construction Completion | 2 | 10 | 20 |
|  |  |  |  |
| TOTAL |  |  | 100 |

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 [DATE]. An anticipated start date for the project would be [DATE]. Notification to all responding firms of the selection will follow immediately upon the decision of the Town of [XXX] 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

1. **SUBMISSIONS**

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

Utilize either:

XXX copies of the Statement of Qualifications must be submitted with the following information clearly printed on the outside:

* Name and address of prime consultant
* Due date and time
* Project name

SOQ’s should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Or:

Submit as an electronic submission via e-mail clearly identified as an 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. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. The TOWN 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. This solicitation in no way obligates the TOWN to award a contract.

1. **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 XXX Selectboard, ADDRESS. 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.