

Town of Wytheville Proposal Requirements

Architectural, Surveying, Engineering, Environmental, Design and Project Administration for Phase III of the Heritage Walk Downtown Wytheville, a Transportation Alternatives (T/A) Grant Project

1.0 Special Terms and Conditions

1.1 Intent

It is the purpose and intent of this Request for Qualifications (RFQ) to solicit and obtain Statements of Qualifications (SOQ) for administration, management, complete A/E design services, environmental services, design contract document preparation, bidding and contract administration for Phase III of the Heritage Walk Downtown Wytheville, a Transportation Alternatives (T/A) Grant Project.

1.2 Project Description

The project consists of approximately 1,400 linear feet of brick paver sidewalk connecting previous phases of the Heritage Walk to the Wytheville Visitor's Center, Lakes to Florida Transportation Museum, the Willow Brook Jackson/Umberger Homestead Museum and associated street and drainage improvements.

1.3 Deadline

Statements of Qualifications will be received at the Office of the Assistant Town Manager, 150 East Monroe Street, Wytheville, Virginia 24382, no later than 5:00 p.m. on Thursday, December 6, 2018.

1.4 Scope of Work

The selected firm shall provide the Town of Wytheville with administration, management and full professional Architectural/Engineering services for the design, preparation of contract documents and construction administration for Phase III of the Heritage Walk. All services shall be in accordance with acceptable codes and regulations, Transportation Alternatives Grant requirements, etc. Services will include, but are not limited to, the following:

Task 1	Review and evaluation of the grant proposal, confirmation of the project scope with the owner, evaluation of project scope and design development, project administration, management and coordination
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- Task 2 Providing Environmental Surveys in conjunction with NEPA Document Requirements, Environmental Permitting
- Task 3 Obtaining Environmental and Historic Resources Clearances
- Task 4 Providing Land Survey and Control, Design and Construction Contract Document Preparation, Bidding and Construction Administration Services

Note: The Town of Wytheville will require routine project meetings and reviews throughout the project period. Design will be performed in compliance with VDOT AASHTO and ADA standards, specifications and requirements.

1.5 Questions

All questions shall be addressed to Stephen A. Moore, AIA, Assistant Town Manager, Post Office Box 533, Wytheville, Virginia 24382. Telephone: (276) 223-3352. E-mail: stevem@wytheville.org.

2.0 Request for Proposal Specifications

All proposals must contain the following information:

1. A statement of the understanding of the scope of work
2. Qualifications and experience of the firm and the personnel team proposed to work on the project
3. Proposed method of accomplishing the scope of work
4. Resumes of all key personnel assigned to the project
5. Experience in managing and completing Transportation Alternatives Grant projects of similar size and scope and ability to bring the project to construction completion within the available funding
6. References

3.0 Selection Criteria

The criteria for selection are listed below:

1. Understanding of the scope of the project
2. Qualifications and proven experience of the firm and personnel in similar work
3. Level of staff time available for this project, including support staff
4. Identification and expertise of project team
5. Recommendations from references from other local governments
6. Proposed schedule for completion of work

7. DBE Policy Statement
8. Completion of Firm Data Sheet (See attached)

4.0 Contract Award

The Town will review and rank the Statements of Qualifications and then interview with the top three ranked firms. After the interviews, the firms will be ranked, and the Town will review the scope of work and a fee with the first ranked firm. If a satisfactory scope and fee agreement cannot be reached, the Town will discontinue meetings with the first ranked firm and begin meeting with the second ranked firm, and so on. Statements of Qualifications which are unresponsive in that they do not follow the required format and provide concise responses to the requested information relative to qualifications will receive a lesser ranking or may be disqualified. The Town of Wytheville reserves the right to disqualify unresponsive Statements of Qualifications.

The Town of Wytheville is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status and gender identity) national origin (including limited English proficiency), age, disability or political affiliation or belief. Minority and female-owned firms are encouraged to participate.