

Morgan County Commission
77 Fairfax Street, Room 101, Berkeley Springs, WV 25411
Request for Qualifications

REQUEST FOR QUALIFICATIONS
For
Design and Engineering Services for the
North Berkeley Rail Trail project (NBRT)



April 30, 2013 - revised 5.15.2013

Any questions to this proposal shall be directed to Jody McClintock, County Administrator at 304.867.3131 or may be submitted via email to jmclintock@morgancountywv.gov

Morgan County Commission

77 Fairfax Street, Room 101, Berkeley Springs, West Virginia 25411

North Berkeley Rail Trail Project (NBRT): PROJECT DESCRIPTION

I. Introduction:

The Morgan County Commission is currently requesting Statements of Qualifications from qualified professional engineering consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, references and related prior experience for the North Berkeley Rail Trail project. The North Berkeley Rail Trail project is a multi-phase project to construct a walking, biking, hiking and running trail.

The County Commission (or its designated representatives) will be evaluating submissions to this request and will ultimately select a firm judged to be both responsible and responsive to the request in every way, including having offered the most beneficial, appropriate price proposal. The County Commission reserves the right to interview some or all prospective firms to discuss qualifications, experience, as well as technical ~~expertise and price proposals~~.

II. Project Name:

North Berkeley Rail Trail Project

III. Planned Location:

The vision for this phase of the North Berkeley Rail Trail (NBRT) project (Segment 1, Segment 2 and Spur) is to construct an approximate 2.13 mile FSTAG (*United States Forest Service Trail Accessibility Guidelines*) compliant non-motorized walking and biking trail from a trailhead point on route 522 North at 483 North Washington Street near the Town of Bath historic Train Depot to Sand Mine Road. A third Phase from Sand Mine Road to the Potomac River has been envisioned, but is not part of this RFP. This project will consist of two segments and a Spur; Segment 1 is from the proposed trail head on Route 522 at 483 North Washington Street to Jimstown Road (approximately 1 mile) and Segment 2 – from Jimstown Road to Sand Mine Road (approximately 1 mile), and a 665.5 foot (.13 miles) Spur branching off of Segment 2 to the Senior Life Services facility parking lot area located at 106 Sand Mine Road.

IV. Project Budget:

Funding currently available for this project is \$205,500 (\$164,400 from the West Virginia Department of Transportation Transportation Enhancement Program grant funding with \$41,100 in matching funds from the Morgan County Commission). It is anticipated that there will be an additional \$160,000 in funding from the West Virginia Department of

Transportation Recreational Trails program, plus an additional \$40,000 in required county matching funds.

A Pre-Submittal Project Review meeting will be held in the Morgan County Commission meeting room located at 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411 at the time and date specified in the Schedule of Events included in this document.

Proposals should be labeled "RFQ NBRT Project". Proposals must be submitted and time-stamped into the County Commission office, 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411 as per the date and time specified in the Schedule of Events.

V. Project Background:

The trail project will provide a "no cost" means for recreation, fitness, health, education, and scenic enjoyment benefits to all of the citizens of Morgan County, and to the many tourists and visitors to Berkeley Springs and the surrounding area.

The NBRT project is being funded by the West Virginia Division of Highways Recreational Trails and Transportation Enhancement Programs, and the Morgan County Commission.

The trail is in a prime location for visitor and community access; is near the North Berkeley Community Park and is only a block from the Berkeley Springs historic Train Station, which is currently under restoration, and will be a frequently visited local attraction when completed.

The trail location is in an area near to the attractions, restaurants and services of downtown Berkeley Springs. The trail is also adjacent to the bucolic Warm Springs Run which will provide the opportunity for observing wildlife and flora indigenous to the area.

The trails proximity to the Warm Springs Run could provide the opportunity for school field trips and education programs to teach children conservation and environmental preservation concepts such as, how to recognize a healthy stream, learn biology, as they learn to identify macro invertebrates. Children could also learn chemistry, as they test the water's pH, learn environmental science, as they scan stream banks for vegetation cover and other signs of healthy habitat. And, they could get exercise and just have fun.

The trail project will complement the nearby North Berkeley Community Park facilities and the Town of Bath historic Train Depot which is currently being renovated.

The North Berkeley Rail Trail project will help to meet the Recreation and Tourism goals and objectives of the 2007 Morgan County Comprehensive Plan adopted as an Ordinance on March 23, 2007 (reference Chapter 7, page RT-9, section - Goals and Objectives). Specifically the Goal states: "Encouraging and providing opportunities for

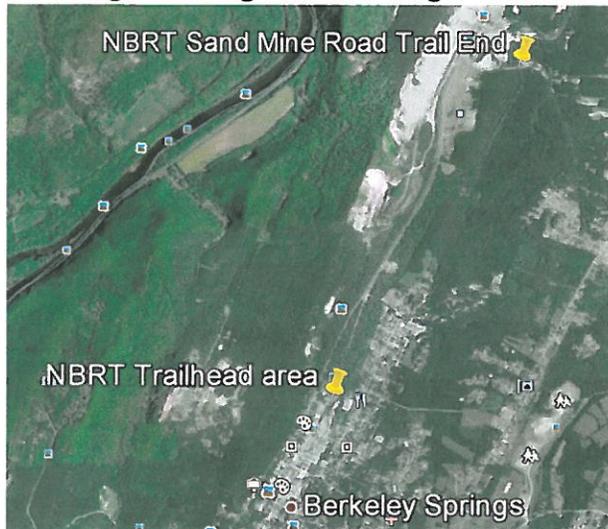
active recreation to enhance physical fitness and enable more people to enjoy what Morgan County has to offer." Specific Objectives that will be met are: "Supporting acquisition of additional park land as well as rights of way for hiking and biking trails;" and "Supporting expansion of recreational activities along the county's waterways".

VI. Preliminary Scope of Required Services:

The scope of work for the design and engineering contract for this project includes surveying (boundary and topographic), planning, design, geotechnical, engineering, permitting and construction bidding, contractor selection assistance and construction oversight for the North Berkeley Rail Trail. Deliverables will include prepared design documents, construction drawings, detail specifications, estimated costs, bid and bonding documents, and contract documents based on the approved design.

The trail route will be parallel to the Warm Springs Run and located within the Warm Springs Public Service District Right-of-Way where possible. Trail composition will be entirely asphalt. Other elements that will be included are foot bridges to cross the run where needed, crosswalks, bollards, access gates, interpretive signage, etc. Specific elements included will be based on detailed design and engineering, and consideration of appropriateness of use, durability, sustainability, safety, maintenance and cost.

Figure 1 – Segment 1 and Segment 2:



Location	Latitude	Longitude
Trailhead	39°37'58.33"N	78°13'23.56"W
Trailend	39°39'25.48"N	78°12'16.61"W

Figure 2 - Spur:



Location	Latitude	Longitude
Trailhead	39°37'58.33"N	78°13'23.56"W
Trailend	39°39'25.48"N	78°12'16.61"W

The vision for this phase of the North Berkeley Rail Trail (NBRT) project (Segment 1, Segment 2 and Spur) is to construct an approximate 2.13 mile FSTAG (*United States Forest Service Trail Accessibility Guidelines*) compliant non-motorized walking and biking trail from a trailhead point on route 522 North at 483 North Washington Street near the Town of Bath historic Trail Depot to Sand Mine Road. A third Phase from Sand Mine Road to the Potomac River has been envisioned, but is not part of this RFP. This project will consist of two segments and a Spur; Segment 1 is from the proposed trail head on Route 522 at 483 North Washington Street to Jimstown Road (approximately 1 mile) and Segment 2 – from Jimstown Road to Sand Mine Road (approximately 1 mile), and a 665.5 foot (.13 miles) Spur branching off of Segment 2 to the Senior Life Services facility parking lot area located at 106 Sand Mine Road.

The trail will be constructed as close to the Warm Springs Run as possible and every effort will be made to preserve the natural state of the abandoned rail bed property including planting of trees or other cover plantings if deemed necessary.

Appropriate trail head, trail end, safety, interpretive, educational, and directory signage will be included as part of the project design and construction.

Bollards to restrict motorized vehicles access to the trail will be installed at the North-end (trail-end) of the trail and at road crossings as deemed necessary. Services gate to provide for maintenance and emergency access needs will be installed as needed.

Best management practices for sediment and erosion control measures will be incorporated into project design and adhered to in construction; all measures will be in compliance with local and state regulations.

VII. Schedule of Events:

Activity	Location	Date
RFQ advertisement in newspaper	The Morgan <i>Messenger</i>	Wednesday 5/1/2013 and Wednesday 5/8/2013
RFQ advertisement in newspaper	The Charleston <i>Gazette</i>	Friday, 5/3/2013 and Friday 5/10/2013
Pre-Submittal Project Review Meeting	Morgan County Commission Office, 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411	Tuesday May 14, 2013 @ 2:00pm
Addendum Issued for any changes to RFQ	Will be emailed	Wednesday May 15, 2013 by 5:00pm
RFQ Responses Due	Morgan County Commission Office, 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411	Friday May 31, 2013 by 5:00pm
Evaluation committee will review proposals and interview vendors	Morgan County Commission Office, 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411	June 1, 2013 through June 12, 2013
Recommendation will be presented to Morgan County Commission in a public meeting	Morgan County Commission Office, 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411	Thursday June 13, 2013 @9:30am (special Commission meeting)
Announcement of Commission Selection and Notification to Proposers	Notifications will be provided via email	By end of business day Thursday June 13, 2013
Meeting with selected firm to finalize scope of work, timeline, negotiate fees and sign contract	Morgan County Commission Office, 77 Fairfax Street, Room 101, Berkeley Springs, WV 25411	June 14 through June 21, 2013

VIII. Qualifications and Experience:

Vendors will provide information regarding their firm and staff qualifications and experience in completing similar projects; references, copies of any staff certifications and degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met. This information will be provided by the Vendor as outlined in Section ~~IX~~H. Vendor Proposal.

IX. Vendor Proposal:

- **Economy of Preparation:** Proposals should be prepared simply and economically, provide a straightforward, concise description of the Vendor's abilities to satisfy the requirements of the RFQ. Emphasis should be placed on completeness and clarity of the content.
- **Incurring Cost:** Neither the County Commission nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFQ, including but not limited to preparation, delivery, or travel.
- **Proposal Format:** Vendors should provide responses in the format listed below:
- **Title Page:** State the RFQ subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.
- **Table of Contents:** Clearly identify the material by section and page number.
- **Required Information:** Vendor must provide the following information:
 - a) Vendor contact information
 - b) Firm and staff qualifications
 - c) Experience in completing similar projects
 - d) References
 - e) Copies of any staff certifications or degrees applicable to this project;
 - f) Proposed staffing plan
 - g) Descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives where and how they were met
 - h) Estimated timeline for project
 - i) Describe the approach and methodology proposed for this project.
- **Number of copies:** Five (5) copies of proposals must be submitted by the date and time as stated in the Schedule of Events.

X. Evaluation and Award:

A committee of three to five individuals will evaluate the statement of qualifications, performance data and other material submitted. The committee will rank results and select the three (3) most qualified firms and conduct interviews. The committee will then provide a recommendation to the County Commission as designated in the Schedule of Events.

The Committee will meet with selected firm to finalize scope of services, timeline, fees and award contract.

The Morgan County Commission reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Morgan County Commission.

Only written responses to the RFQ shall be considered. All materials submitted shall become part of the proposal.

**Morgan County Commission
North Berkeley Rail Trail Project
Pre RFQ submission meeting for questions from interested parties**

Date: 5/14/2013

Time: 2:00pm - 3:30pm

Location: Morgan County Commission meeting room & trail field locations along route 522 North, Jimstown road and Sand Mine road.

MEETING NOTES AND Q&A

Meeting Facilitator: Bill Clark, Executive Director Morgan County Economic Development Authority; mceda1@earthlink.net

Other Project Team Participants:

Jody McClintock, Morgan County Administrator; jmccclintock@morgancountywv.gov

Carol York, Grants Administrator; c york@morgancountywv.gov

Stacy Dugan, Morgan County Commissioner; sdugan@morgancountywv.gov

Richard Parks; County Commission Consulting Engineer;

Meeting participants are shown in the attached sign-in log

Bill Clark, Executive Director of the Morgan County Economic Development Authority provided an introduction to the meeting with a brief overview of the project; details are provided in the RFQ document.

Following are Q&A from the meeting:

Q1 - There is a reference to "price proposals" in the second paragraph of Section I. Introduction, is this correct?

A1 - No, the reference to price should have been deleted; the adjustment will be made to the RFQ document.

Q2 - Is construction oversight part of the RFQ?

A2 - Yes, "construction oversight" is included in the first sentence under section VI. Preliminary Scope of Required Services.

Q3 - Do we have access to surveying and sewer information?

A3 - Yes, we have access to the Warm Springs Public Service District drawings and maps from when the sewer line and treatment plant were put in; We also have access to the topography work that was done by the Department of Highways when they were doing route 522 improvements; and Warm Springs flood overlay maps, FEMA aerial and flood plain maps and documentation.

Q4 - Do we have flow data for the run and flood plain?

2009 Flood Insurance Rate Study that was provided by FEMA along with revised FIRM Maps is available in the Planning Office for reviewing. The FIS includes Warm Springs Run.

Q5 - Will a H & H (Hydrologic and Hydraulic) study be needed?

Regulations are specified in the Morgan County Floodplain Ordinance for any/all encroachments of the floodplain and/or floodway areas. The ordinance is available on our website, Planning Commission homepage ; <http://morgancountywv.gov/PlanningCommission/Default.aspx> .

Q6 - Do we have any guidance from police and fire?

A6 - We have had discussions with the Sheriff's Department and they have informed us that they have access to four wheelers and will monitor trail safety. Emergency Services and Fire organizations have not yet been addressed.

Q7 - What about environmental?

A7 - The WV DOT is currently doing the environmental assessment work.

Q8 - What about soil conservation measures?

A8 - Proper soil conservation, and sediment and erosion control measures must be part of the construction plan and execution. Also specified in the Morgan County Floodplain Ordinance.

Q9 - Are there any rail road ties still in the old rail bed?

A9 - No, they have all been removed from the rail bed all the way to Sand Mine Road.

Q10 - Will there will road crossings in the trail route?

A10 - Yes, there will be road crossings at Jimstown Road and Sand Mine Road. There will also be at least two DOH entrance permits needed - one off route 522 north where there will be a parking area, one off Jimstown Road and one off Sand Mine Road parking area is we put one there.

Q11 - What entities will be reviewing the plans?

A11 - The Morgan County Planning Commission, Soil Conservation District, WV DOT and the West Virginia Department of Environmental Protection.

Note 1 - minor revisions have been made to the RFQ document to omit the words "price proposals" and add "geotechnical services" - revised document will be attached.

Note 2- a copy of the sign-in sheets from the meeting are attached.

Additional Question received vial e-mail, 5/15/2013

Q12 - As a follow-up to the questions asked yesterday can you tell me as to how the budget for the project was developed and if any projected budget can be provided for review to the consultants that were in attendance yesterday?

A12 - The original budget was devised by using per linear prices given to us by others (Maryland Rail Trail) and estimated price tags for bridges from the WV DOT grants office.

The funding amounts we received were based solely on the amounts that were promised as a part of the funding to the Paw Paw project and the limits of WV Recreational trail grant requests allowed. Ultimately we will attempt to get as much done as possible with the monies we have for construction.

MORGAN COUNTY COMMISSION
NORTH BERKELEY RAIL TRAIL PROJECT MEETING

COMMISSION MEETING ROOM

2:00PM - TUESDAY, MAY 14, 2013

NAME	ORGANIZATION	TELEPHONE NUMBER	E-MAIL ADDRESS
1. NICOLE MENDINSKY	HRG	814-238-7117	nmendinsky@hrg-im.com
2. BRIAN FISCHBACH	FISHER ASSOCIATES	724-916-4250	bfischbach@fisherassoc.com
3. Steven Beattie	Larson Design Group	510 560 5038	smb@larsondesigngroup.com
4. RYAN PERKS	ALPHA ASSOCIATES	304-264-0051	ryan.perks@thinkalphafirst.com
5. NEIL BEACH	JMT	717-741-6249	NBEACH@JMT.COM
6. Beth Carpenter	Triad Engineering	540-667-9300	bcarpenter@triadeng.com

MORGAN COUNTY COMMISSION
NORTH BERKELEY RAIL TRAIL PROJECT MEETING

COMMISSION MEETING ROOM

2:00PM - TUESDAY, MAY 14, 2013

NAME	ORGANIZATION	TELEPHONE NUMBER	E-MAIL ADDRESS
7. Chad Wallen	William H Gordon Associates	304-725-8456	✓ cwallen@whga.com
8. JIM CHRISTIE	THRASHER ENG	304-624-4108	✓ jchristie@thrashereng.com
9. Dennie Dunlap	Triad Engineering	540-667-9300	✓ ddunlap@triadeng.com
10. GARY A. FREY	CARL BERT & ASSOCIATES GARY A FREY, P.S.	717-532-9870	✓ gfrey@carlbert ASSOCIATES.COM
11. Merle L. Saville	Antretam Design	(301) 675-7700 (C) (301) 790-2940 (O)	✓ merle.saville@yahoo.com
12. Dink A. Stansbury	Stansbury Engineering		✓ Stansbury-pe@gmail.com

MORGAN COUNTY COMMISSION
 NORTH BERKELEY RAIL TRAIL PROJECT MEETING

COMMISSION MEETING ROOM

2:00PM - TUESDAY, MAY 14, 2013

NAME	ORGANIZATION	TELEPHONE NUMBER	E-MAIL ADDRESS
ZACLETTE	CPDA	703 437 7907	ZAC@CPDA.NE1
Bill Clark NBRT Team mbr	Morgan County Economic Development Authority	304-258-8540	mceda1@earthlink.net
Jody Mc Clintock NBRT Team mbr	Morgan County Commission, County Administrator	304-867-3131	jmcclintock@morgan County.wv.gov
Caul York NBRT Team mbr	Morgan County Commission, Grants Administrator	304-867-3135	CYork@morgancounty.wv.gov
Stacy Dugan NBRT Team mbr	Morgan County Commissioner	304-258-8540	sdugan@morgancounty.wv.gov
Richard Parks	MCC Consulting Engineer		