



**south**u**rburlington**  
PUBLIC WORKS

**REQUEST FOR QUALIFICATIONS (RFQ)**

**DEPARTMENT OF PUBLIC WORKS  
ENGINEERING SERVICES**

**Issued ..... April 21, 2021**

**Deadline for Questions ..... 3:00 p.m., May 14 2021**

**Deadline for Submissions ..... 3:00 p.m., June 4, 2021**

**Prepared by:**

**City of South Burlington  
104 Landfill Road  
South Burlington, Vermont 05403**

## I. Introduction

The City of South Burlington Department of Public Works (DPW) is issuing this Request for Qualifications (RFQ) for consultant services for assistance with recurring engineering tasks. Selected consultants will provide services on an on-call basis, commencing on July 1, 2021 and extending through June 30, 2025.

DPW is seeking qualified consultants to provide services under the following general categories (see Section II for more detail):

- 1) Stormwater and wastewater utility management.
- 2) Stormwater project scoping, engineering, and design.
- 3) Transportation project scoping and design, including sidewalk and bike paths.
- 4) Environmental project scoping, engineering, and design.
- 5) Wastewater project engineering and design.
- 6) Water quality monitoring and testing
- 7) Construction phase engineering.
- 8) GIS management.

In order to be considered, interested consultants shall provide information as described in Section III of this document. Selected consultants will enter into contracts covering the timeframe listed above. Individual project assignments will be made based on qualifications of the firm in relation to the requirements of the project, current workload, past performance, and the City's purchasing policy. A scope of work, schedule, and budget for each individual project will be developed cooperatively by the consultant and DPW project manager.

## II. Project Categories

The South Burlington DPW is seeking qualified consultants to provide services under the following general categories:

- 1) **Stormwater and wastewater utility management** – Provide services related to the management of the South Burlington's stormwater and wastewater enterprise funds. Example projects include: Updates to stormwater utility and wastewater documents (e.g. stormwater credit manual, low impact development manual, stormwater and wastewater ordinance, stormwater credit application forms, residential stormwater system acquisition forms, etc.), review of stormwater credit applications, analysis of impacts related to changes in utility policy, asset management, MS4 permit compliance, creation/update of plans to comply with TMDLs (Flow Restoration Plans, Phosphorus Control Plans, etc), wastewater permit compliance and assistance, and related tasks. The City will qualify up to 3 consultants in this category.
- 2) **Stormwater project scoping, engineering, and design** – Scoping: Develop a stormwater project concept to the point where it can be reliably evaluated for constructability and cost. May include coordination with utilities, discussion with permitting agencies, development of limited design/engineering drawings, hydrologic modeling, collection of survey data, attendance at public meetings,

- and other tasks as necessary to determine project impact, benefit, cost, and constructability. Design: Develop stormwater project concepts into a set of construction ready documents. This includes all steps necessary in order to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans with associated specifications, obtaining permits, and assistance with the construction bid process. The City will qualify up to 5 consultants in this category.
- 3) **Transportation project scoping, engineering and design** – Scoping: Develop a transportation project concept (e.g. new sidewalk / bike paths / trails, small scale intersection geometry, crosswalk design, traffic signal operations, etc.) to the point where it can be reliably evaluated for constructability and cost. May include coordination with utilities, discussion with permitting agencies, development of limited design/engineering drawings, collection of survey and traffic (volume & speed) data, and other tasks as necessary to determine project impact, benefit, cost, and constructability. Design: Develop a transportation project concepts into construction ready documents. This includes all steps necessary in order to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans with associated specifications, obtaining permits, and assistance with the construction bid process. The City will qualify up to 5 consultants in this category.
- 4) **Environmental project scoping, engineering, and design** – Scoping: Develop an environmental project concept to the point where it can be reliably evaluated for constructability and cost. May include coordination with utilities, discussion with permitting agencies, development of limited design/engineering drawings, hydrologic modeling, collection of survey data, attendance at public meetings, and other tasks as necessary to determine project impact, benefit, cost, and constructability. Design: Develop project concepts and create a set of construction ready documents. This includes all steps necessary in order to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans with associated specifications, and assistance with the construction bid process. Typical projects include, but are not limited to, floodplain restoration, floodplain reconnection, wetland restoration, stream/wetland buffer enhancement/restoration, and habitat creation/restoration. The City will qualify up to 5 consultants in this category.
- 5) **Wastewater project engineering and design** – Develop wastewater project concepts and create construction ready documents. This includes all steps necessary in order to create final construction documents including, but not limited to, collection of survey data, preparation and submission of permits, coordination with utilities, attendance at public meetings, creation of project engineering plans with associated specifications, and assistance with the construction bid process. This may also include wastewater plant and pump station design. The City will qualify up to 3 consultants in this category.

- 6) **Water Quality Monitoring and Testing** – Develop and manage water quality monitoring and testing projects. Includes sampling plan development, collection of water samples, and coordination of testing. Typical projects include landfill related water quality sampling and testing, stormwater sample collection and testing, stream flow monitoring, and wastewater sampling and collection. The City will qualify up to 3 consultants in this category.
- 7) **Construction phase engineering** – Assist with management and oversight of projects under construction. Tasks may include assistance with a construction bid process, review and processing of contractor pay requests, processing change orders, and the inspection of work actively under construction. The City will qualify up to 5 consultants in this category.
- 8) **Geographic Information System (GIS) management** – Assist with various GIS related tasks. The City utilizes ESRI software and generally prefers to work in ArcPro. Tasks under this category may include: update of various City data (e.g. parcels, wastewater manholes, stormwater treatment practices, recreation paths, trees, etc), management of City data in GIS Enterprise, development of forms in Survey123, and data connection and management in ArcPortal. The City will qualify up to 3 consultants in this category.

### **III. Statement of Qualifications (SOQ) Format**

In order to be considered responsive to this RFQ **digital proposals must be received by 3:00 pm on Friday, June 4, 2021**. Proposals received after the deadline will not be accepted. The City's preferred delivery method is a PDF file submitted via email (files less than 5 MB) or DropBox (files greater than 5 MB) to [tdipietro@s Burlington.com](mailto:tdipietro@s Burlington.com) . Digital files on thumb drives are also acceptable and can be sent to:

City of South Burlington Department of Public Works  
Attention: Thomas J. DiPietro, Deputy Director of Environmental Services  
104 Landfill Road  
South Burlington, VT 05403

Any questions regarding this RFQ must be submitted by 3 p.m. on Friday, May 14, 2021 via email to Thomas DiPietro, City of South Burlington, Deputy Director of Environmental Services, at [tdipietro@s Burlington.com](mailto:tdipietro@s Burlington.com). The DPW will maintain a list of questions and answers and make it available for consultants upon request.

#### **Statement of Qualifications Requirements**

The SOQ should demonstrate that the consultant understands the intent and scope of the program, the character of the deliverables, the services required for delivery, and the specific tasks that must be performed. Unless indicated otherwise in the cover letter, it will be assumed that every SOQ received is for consideration under all eight of the project categories listed in Section II. The SOQ shall not exceed 60 pages, excluding resumes. The SOQ shall include the following:

- 1) Cover Letter – Provide a brief introduction along with an overview of the firm's understanding of the nature of the work and general approach to be taken. There are eight project categories listed in Section II of this RFQ. If a consultant does not wish to be considered under certain categories, they should indicate this in their cover letter.
- 2) Introduction and Qualifications of the Consultant Firm(s) - Consultants shall provide the following information relative to their firm. Similar information shall be provided for each subconsultant or each member of a joint venture:
  - a) Firm name and business address.
  - b) A description of the firm's general qualifications.
  - c) Specific expertise and experience related to the project categories listed in Section II of this RFQ.
- 3) Qualifications and Resumes of Key Staff – Consultants shall identify key individuals assigned to this program and include a brief description of their work on related or similar projects. This section should include a discussion of the firm's ability to respond to requests in a timely manner.
- 4) Project Organization – This section should discuss the firm's project management structure. It should indicate which staff will be assigned to the project categories listed in section II of this RFQ.
- 5) References – Provide a minimum of three, maximum of five, including the name and telephone number of the contact person.

- 6) Rate Sheet – An hourly rate schedule for all job categories that the consultant may utilize under the contract. Rate sheets may show increases over the calendar years covered by this RFQ.

#### **IV. Consultant Selection Procedures**

All proposals will be evaluated using the criteria listed below by a selection committee consisting of City of South Burlington staff. Proposals will be ranked based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to the project. (40 pts)
- Demonstration of overall program understanding, insights into local conditions, experience with potential State and Federal partners and their project development processes (VTrans, ANR, DEC, EPA, FHWA, etc.) insights into potential issues, and demonstrated understanding of the program deliverables. (25 pts)
- Clarity of the proposal, skills available, and expertise with specific disciplines. (25 pts)
- Submission of a complete proposal with all elements required by the RFP. (10 pts)

The City reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. Oral presentations may be requested at the discretion of the City.

The City will rank the proposals in order of preference and use this as a basis for selecting firms to perform work as outlined in under this RFQ. As specific projects advance into the evaluation phase, DPW will choose one of the selected on-call consultants or consultant teams for each project based on the SOQ package, current workload, and past performance. DPW intends to provide equal workloads to all consultants on the list to the extent possible, but there is no guarantee that this will be achieved. DPW reserves the right to make selection decisions on the basis of past performance and demonstrated relevant experience for each proposed project. The selected consultants, along with DPW staff, will develop the project specific scope of work and cost proposal which will include the following items:

1. Scope of work;
2. Schedule;
3. Project organization (listing of staff proposed and availability – resumes not required if they were part of the SOQ package);
4. Project costs.

In the event that DPW is unable to reach agreement with the selected consultant regarding scope of work and/or cost, one of the other on-call firms may be asked to prepare a scope of work and cost proposal.

All proposals become the property of the City of South Burlington upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City reserves the right to reject any and all proposals

received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The selection of a vendor shall be made without regard to race, color, sex, age, religion, sexual orientation, gender identity, national origin, physical or mental condition, HIV status or political affiliation. The City of South Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

If any proposer is aggrieved by the proposed selection of consultants or award of any subsequent contract, they may appeal in writing to the City. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

**For further information, please contact:**

City of South Burlington Department of Public Works  
Attention: Thomas J. DiPietro, Deputy Director of Environmental Services  
104 Landfill Road  
South Burlington, VT 05403  
Phone: (802) 658-7961, x6108  
E-mail: [tdipietro@sburl.com](mailto:tdipietro@sburl.com)