

TOWN OF SOUTH HERO
NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES:
SOUTH HERO AND KEELER BAY VILLAGE AREAS
WASTEWATER PROJECTS

Wednesday December 22, 2021	RFQ published and advertised (published in Islander, Town of South Hero website and the Vermont State Bid System)
Tuesday January 11 2022	Deadline for submission of questions via email
Thursday January 20, 2022 by 1:00PM	Deadline for submission of Qualifications Proposal
Wednesday January 26, 2022	Consultant notification regarding interviews (Only consultants to be interviewed will be telephoned)
<i>Week of February 1, 2022</i>	<i>Consultant interviews</i> (Consultants will be assigned a specific time when notified of interviews)

The Town of South Hero is in the process of obtaining Statements of Qualifications (RFQ) 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 feasibility analysis, preliminary engineering services, design and construction related services, preparation of bidding and contract documents, participation in the evaluation of bids received, and monitoring and inspection of construction activities to ensure compliance with plans and specifications associated with South Hero/Keeler Bay Village Areas Wastewater Projects.

Wastewater projects for South Hero/Keeler Bay Village areas will begin by exploring opportunities for municipal wastewater solutions for the town’s two village areas. The Town will engage feasibility and preliminary engineering services to determine existing conditions, identify alternative wastewater solutions, evaluate alternatives, prepare a preliminary engineering report with recommendations, permitting requirements, sustainability information, and financing opportunities. The RFQ is a prequalification to the Town’s application for funding under the Clean Water State Revolving Fund.

Procurement of said services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104. Qualified firms/candidates interested in being considered for this project must submit an electronic pdf and 2 (two) hard copies each of:

- (1) letter of interest;
- (2) statement of qualifications and experience of staff persons who will be involved with the project;
- (3) references; and
- (4) related prior experience.

Questions on the RFQ may be submitted via email to gbrunswick@nrpcvt.com no later than Tuesday January 11, 2022. Answers to questions will be posted to the Town of South Hero Website as received and no later than January 13, 2022 by end of day.

Please submit the requested information no later than **1:00PM Thursday January 20, 2022** in order to receive consideration to gbrunswick@nrpcvt.com.

Town of South Hero
C/O Wastewater Committee
333 Route 2
PO Box 175
South Hero, VT 05486-0175

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.

The Town of South Hero shall 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. The criteria for selection will be qualifications of firm and personnel assigned to the project, experience of the personnel with similar projects, demonstration of understanding of overall project, clarity of proposal, creativity in addressing scope of work, completeness of the submission.

Interviews with the selected firms selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Town of South Hero shall rank, in order of preference, these three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services.