

**REQUEST FOR QUALIFICATIONS**  
**Town of St. Albans**  
**MS4 Flow Restoration Projects Implementation**

**SUMMARY:**

The Town of St. Albans, Vermont is requesting Statements of Qualifications (SOQs) from consultants for assistance with developing five (5) 100% final designs, construction drawings, and final cost estimates for four (4) Ecosystem Restoration Program (ERP) projects and one (1) Clean Water Block Grant (CWBG) to address the requirements our MS4 Flow Restoration Plans (FRP) and water resource priorities. The Town is seeking a consultant or consultant team with broad and deep technical and planning expertise in stormwater and wet weather management. The procurement process for selection of the Consultant will follow the Town of St. Albans Purchasing Policy. We are not seeking a detailed scope of work or cost proposal at this time, however both will be requested once the most qualified firm or team is selected. The successful consultant or consultant team will be selected based upon their demonstrated ability to provide the highest qualified personnel to achieve the goals of the project's and possible interview with a committee.

St. Albans has received approximately \$125,000 in grant funding for the engineering and permitting phase of these projects from the VTDEC ERP and a CWBG. ERP and CWBG funding is limited to stormwater and wet-weather management aspects of these project. All consultants and or consultant teams must be familiar with the Vermont Clean Water Initiative requirements.

**PROPOSED PROJECT SCHEDULE:**

Friday, June 1	RFQ released
Wednesday, June 20 by 11 am	Deadline for submission of questions (see below)
Tuesday, June 26 by 3 pm	Deadline for Town to post responses to questions received by June 15
Friday, June 29 by 4 pm	<b>SOQ submission deadline</b>
Week of July 9	Consultant Interviews, if needed
July 16 – July 31	Cost Negotiation and development of final scope of work and engineering services agreement with most qualified firm
August 2018	Project Kickoff
December 2019	Project Completion Deadline

All questions pertaining to the RFQ should be submitted to Ned Connell, Director of Administration, by email ([nconnell@stalbanstown.com](mailto:nconnell@stalbanstown.com)). Questions will be answered as quickly as possible and the answers posted online via the Town of St. Albans' website until Tuesday June 26 at 3 pm.

## **INTRODUCTION:**

The Town of St. Albans is requesting SOQs from consultants or consultant teams for assistance with developing five (5) 100% final designs, construction drawings, and final cost estimates for four (4) ERP projects and one (1) CWBG to address the requirements our MS4 FRP's, to address the growing number of Clean Water Act requirements, and water resource priorities of the Town of St. Albans.

### *Background:*

St. Albans Vermont is a small community with an array of Clean Water Act and MS4 obligations issues. We lie within the 8,249 square mile Lake Champlain watershed which includes hundreds other towns from Vermont, Quebec, and New York. Stormwater from those communities eventually finds its way into Lake Champlain. St. Albans contains three major streams: Stevens Brook, Jewett Brook, and Rugg Brook. Additionally, a small portion of St. Albans drains into the Missisquoi River.

Stormwater runoff is the dominant source of phosphorus and other polluting nutrients in the brooks and streams flowing into St. Albans Bay. Agricultural lands combined with relatively rapid stormwater runoff from suburban and urban development are the prime contributors to pollution in St. Albans Bay. St. Albans is planning for the restoration of St. Albans Bay by taking regulatory actions, installing stormwater infrastructure, and working with other partners to provide stormwater flow mitigation.

Previously, St. Albans received a National Pollutant Discharge Elimination System (NPDES) Permit to develop a Stormwater Management Program (SWMP) that is guiding Town's policies and efforts to reduce pollution and erosion. Our SWMP lead into the development of FRP's for the Rugg Brook and Stevens Brook in partnership with the City of St. Albans. The FRP's were developed in accordance with the MS4 General Permit #3-9014 Subpart IV.C.1 as a part of the participating MS4's SWMP. The purpose of our FRP's are to provide planning tools toward implementation of stormwater BMP's over a twenty (20) year time frame, in the effort to return Rugg Brook and Stevens Brook to attainment by 2032.

Our FRP's demonstrated that existing land development has impacts on the volume, velocity, and quality of surface and stormwater runoff. Changes in surface and stormwater runoff have a direct impact on the stability of a stream's channel; the health of the aquatic, wetlands, and riparian communities associated with the stream; and the land uses along them. These impacts, along with State and Federal mandates, have propelled St. Albans into a major role in watershed management.

Copies of the Rugg Brook Flow Restoration Plan and Stevens Brook Flow Restoration Plan are available upon request.

Since this project will have a variety of funding sources, proposers must be prepared to develop separate scopes of work for different funding sources and invoice separately for those different scopes of work.

## **PROJECT GOALS:**

The primary goal of this phase is to develop Final Design Reports including synthesis of any prior completed project deliverables, 100% designs with construction plans, and final cost estimates for each location described on the next page for which the Town of St. Albans have received grant funding. St. Albans will coordinate and assist with gaining written landowner commitment to

implement each project and in developing cost sharing funds for each location's maintenance and operations towards continuing semi-annual regular maintenance.

- Industrial Park Drive design has been through various iteration that involved an expanded detention pond extending from an existing stormwater pond at the end of Industrial Park Road. However, an alternative smaller pond design was developed in 2009 that kept any alternations or improvements within a Town-owned parcel at the end of Industrial Park Road, but that design does not provide full over-bank flood protection or extreme flood control. This was the design was used for the BMP in the BMPDSS modeling assessment within the Rugg Brook FRP.
- The Tanglewood Drive project will retrofit an existing shallow detention pond, add suitable outlet structures, provide an appropriate connection to a surrounding stormwater system, add two water treatment forebays, and improve the surrounding drainage swales.
- The existing Northwestern Medical Center (NMC) south pond "A" will be retrofit to include a reduction of the low flow orifice for additional flow control, installation of pre-treatment forebays, and various other small upgrades.
- The NMC south pond "B" project will retrofit a pond by reducing the low flow orifice to 1 inch pipe, install pre-treatment forebays, and generally upgrade the pond.
- The existing Northwestern Medical Center (NMC) main pond will be retrofit and expanded to handle additional drainage from the Hill Farm Estates subdivision north of the medical center and generally upgrade the pond.

#### **CONSULTANT SKILLS DESIRED:**

Qualified consultants or consultant teams will have demonstrated expertise in at least several of the following areas:

- Development of Integrated Municipal Stormwater and Wastewater Plans (Integrated Water Quality Plans) or similar in accordance with the elements listed in the EPA 2012 memo, including Financial Capability Assessments (FCAs) in accordance with recent EPA 2014 documentation on expansions to the original 1997 FCA guidance
- Vermont Clean Water State Revolving Fund (CWSRF) project requirements, including the jointly accepted Preliminary Engineering Reporting (PER) format requirements
- Planning, design, and construction/implementation related to Phosphorus TMDLs, CSOs, Combined Sewer Issues, Bacterial TMDLs, Chloride TMDLs and general stormwater runoff water quality issues
- Urban retrofit planning and design for stormwater and combined sewer wet- weather management, with a focus on green infrastructure but also including small and large grey infrastructure storage facilities
- Accounting and tracking of TMDL implementation
- Stormwater/wet-weather regulatory programmatic enhancement and innovation
- Non-structural practice implementation (catch basin and pipe cleaning, downspout disconnection, pet waste programs, pollutant source reduction)
- Development of incentive programs for private property retrofits
- WW and SW Collection System design, including stormwater outfalls
- Resident/Construction Engineering Services for wastewater, wet-weather, stormwater capital improvements, including green stormwater infrastructure
- Public outreach/participation

Consultant firms may wish to partner with other consulting firms to provide the breadth of technical knowledge and experience that this request for qualifications seeks to capture. **Consultants are strongly encouraged to include firms with a local Vermont presence as part of their team both to provide local knowledge and minimize travel costs.**

**SCOPE OF WORK:**

Proposers **must not submit** a scope of work at this point. The final scopes of work for the initial contract will be negotiated with the top ranked consultants or consultant teams.

**SUBMISSION REQUIREMENTS:**

**Please furnish four (4) hardcopies (double sided is preferred but not required) and one (1) digital PDF (CD or Thumb Drive) copy of the Statement of Qualifications with pages numbered consecutively. Do NOT bind or include acetate covers as part of your proposal please. There is a page limit of 25 pages excluding front and back cover pages.**

**STATEMENT OF QUALIFICATIONS (SOQ):**

The SOQ should be a narrative proposal that best represents your firm's or team's qualifications to provide assistance for the Town of St. Albans with its four (4) ERP projects and one (1) CWBG that address the requirements our FRP's and our community's water resource priorities. SOQ's **must** include:

- Statement of project understanding (both near-term and long-term project components)
- A general description of the firm's or consultant team's ability to address the "Consultant Skills Desired"
- A list of individuals (including sub-consultants) that will be committed to this project along with their:
  - 1) title and professional qualifications
  - 2) expected duties
  - 3) technical capacity to complete their duties
  - 4) experience with projects involving the specific expertise listed above in "Consultant Skills Desired". *Note: The proposals will be evaluated and awarded based on the personnel projected in the SOQ. Should the awarded consultant propose any substitutions to the project personnel, they must submit a letter to the Town of St. Albans request approval of such changes prior to utilization.*
  - 5) Examples of the firm's or team's experience on relevant projects. *Note: The specific proposed team members who worked on these projects.*
  - 6) Examples of the firm's or team's ability to meet project schedules and project budgets, including projects of this scope, complexity, and duration.
  - 7) Contact information for references from relevant projects.

**DO NOT SUBMIT A SCOPE OF WORK OR COST PROPOSAL AT THIS TIME.**

- A detailed scope of work will be requested after the most qualified firm or team is selected.
- A detailed cost proposal (fee) will be requested after the most qualified firm or team is selected.

All SOQ's and the information they contain will become the property of the Town of St. Albans upon submission. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. The Town of St. Albans retains the right to reject any and all SOQ's received as a result of this solicitation, to waive any formality and any technicality, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as is in the best interest of the community. This solicitation in no way obligates the Town of St. Albans to award a contract. No negotiation will take place until the selection of the most qualified firm or team is completed.

**Submission Schedule**

SOQ's may be submitted either via:

Mail to:  
 Ned Connell  
 Director of Administration  
 Town of St. Albans  
 PO Box 37  
 St. Albans Bay, VT 05481

Hand delivery to:  
 Ned Connell  
 Director of Administration  
 Town of St. Albans  
 579 Lake Road  
 St. Albans Bay, VT

SOQ's must be received at Town Hall no later than **4:00 pm on Friday, June 29**. SOQ's received after the deadline will not be accepted. Questions will be accepted up to **3 pm on Wednesday, June 20**. Questions will be answered as quickly as possible and the answers posted online at the Town of St. Albans' website (<http://www.stalbanstown.com>). Questions received by the Wednesday June 20 deadline will be answered by Tuesday June 26 and made available online.

**Selection Process**

The Selection Team will include the Town Manager, the Director of Public Works, and the Director of Administration. They will review and evaluate each SOQ, based on the criteria below. Firms or teams will then be ranked accordingly. The Selection Team may interview the top ranked firms or teams if it is deemed necessary in order to choose the highest qualified consultant. Upon selection of the most qualified firm or team, a scope of work and cost proposal will be requested 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 another ranked firm or team 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.

**Criteria for Selection**

The following criteria, as a minimum, will be used to evaluate qualifications:

<b>Review Criteria</b>	<b>Weight</b>	<b>Maximum Points</b>	<b>Weighted Points</b>
- Understanding of the Project	5	5	25
- Experience of Proposed Staff with Similar Projects Availability and Depth of Technical Qualifications of Proposed Staff	5	5	25
- Evidence of Ability to Meet Schedules & Budgets	5	5	25
- Clarity/Quality of Proposal	5	5	25
<b>TOTAL</b>			<b>100</b>

All proposers should familiarize themselves with and be ready to execute a Vermont Department of Conservation Facilities Engineering Division Engineering Services Agreement.

**Equal Opportunity:**

The selection of consultants shall be made without regard to race, color, sex, sexual orientation, gender expression, age, religion, national origin, nor political affiliation. The Town of St. Albans is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

**Appeal Process**

If the award of the contract aggrieves any firms, they may appeal in writing to the Chairman of the Town of St. Albans Selectboard, at Town of St. Albans, PO Box 37, St. Albans Bay, VT 05481. 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 of St. Albans Selectboard is final.

**Schedule of Milestones and Deliverables**

A schedule of milestones and deliverables will be determined within a scope of work prepared by the selected consultant or consultant team at a later date.