

## **Town of Middlebury, Vermont**

### **Request for Statements of Qualifications: Engineering, Architectural, Project Development Services, Building and Grounds Maintenance (RFQ 2022\_1)**

#### **I. Introduction**

The Town of Middlebury Public Works Department (DPW or the Department) issues this Request for Statement of Qualifications (RFSOQ) for: consultant services to assist with recurring engineering, architectural, and project development tasks; for contractor services in municipal operation and maintenance. After analyzing the Statement of Qualifications (SOQs) submitted, DPW may select one or more firms to provide these services on an on-call basis for a three-year period commencing October 15, 2022, and extending through October 15, 2025, with an option to extend for an additional period of two years.

In this RFSOQ, the Department seeks qualified consultants and contractors to provide scoping, planning, implementation, design, management, resident engineering services, building and grounds maintenance under the following general categories:

- Asset Management
- Civil Engineering
- Water Resources – Stormwater, Wastewater, Water
- Transportation
- Structural
- Surveying
- Geotechnical
- Tree Services/arborist
- Building Architecture
- Landscape Architecture
- Building Maintenance
- Project Development

To be considered, interested parties shall provide information as described in Section III of this document. Any firm selected through this RFSOQ process will be considered prequalified for potential assignment to an individual project that the Department identifies. The Department may assign a prequalified firm to a project based on the following factors: the firm's qualifications in relation to the requirements of the project; its current workload; and its past performance on projects of similar nature and scope. A Scope of Work, schedule, and budget for each individual project will be developed cooperatively by the consultant and the Public Works Planning Director or the director's designee.

#### **II. Project Categories**

The Department is seeking qualified consultants to provide services under, but not limited to, the following general categories:

- Asset Management – system implementation, program development, and other associated services.

- Water Resources:

Stormwater – system management, TMDL compliance, modeling, project scopes, system improvements, permit compliance, design, RFP production for Capital Projects, bid and construction review services, and other associated civil engineering services.

Wastewater – master studies, system management, TMDL compliance, modeling, projects scopes, system improvements, permit compliance, design, RFP production for Capital Projects, bid and construction review services, and other associated civil engineering services.

Water – system management, surveys, capacity improvements, RFP production for Capital Projects, bid and construction review services, and other associated civil engineering services.

- Transportation – civil engineering services, planning and studies, design, RFP production for Capital Projects, bid and construction review services, installation, signalization, signage, traffic calming, Complete Streets, lighting design, bicycle and pedestrian enhancements and safety.
- Structural – structural engineering, structural maintenance, design installation and other associated activity.
- Surveying.
- Geotechnical – subsurface exploration, site characterization, groundwater modelling, independent third-party consulting services.
- Tree Services/arborist – canopy maintenance.
- Architectural Services – design and implementation.
- Landscape Architecture – design, installation, implementation.
- Building Maintenance – HVAC, electrical, cleaning services, building repairs, painting.
- Project Development – planning, studies, RFP production and construction review services.

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

The Town wishes to receive as wide a response as possible to this RFQ and encourages respondents, at their discretion, to submit their qualifications for any or all of the project categories described in Section II as a single package.

The firm's response should demonstrate a clear understanding of the intent and scope of the program, the character of the deliverables, the services required for the delivery, and specific tasks that must be performed. Irrespective of the number of project categories to which the firm is responding, the SOQ shall include the following:

- 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 in the project categories listed in Section II. This may include any insights the firm has into local conditions and/or issues that could impact the development of future projects, as well as the firm's previous experience with potential State and Federal partners and their project development processes (VTRANS, ANR, EPA, FHWA, FEMA, etc.). If a consultant does not wish to be considered under certain categories, this should be indicated in the cover letter.
- 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 member of a joint venture:
  - Firm name and business address
  - A description of the Firm's general qualifications
  - Specific expertise and experience related to the project categories listed in Section II
- Qualifications and Résumés of Key Staff – Consultants shall identify key individuals that will be assigned to each program and include a brief description of their work on related or similar projects. This section should also include a discussion of the firm's ability to respond to requests in a timely manner.
- 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 RFSOQ.
- References – Provide a minimum of three, maximum of five, including the name, telephone number, email address and job title of the contact person.
- Rate Sheet – An hourly rate schedule for all job categories that the consultant may utilize under the contract. Due to current economic variables the rate sheet shall define rates for 2022 and for 2023.

#### **IV. Formatting Requirements for Statement of Qualifications (SOQ)**

In order to be considered responsive to this RFSOQ, the firm's proposal must conform to the following requirements:

- Submissions must include one (1) paper copy and one (1) digital copy (PDF file preferred) of the proposal on a USB thumb drive in one sealed package.
- The paper SOQ must be single sided with **no** acetate or plastic covers.

- Pages must be numbered in one continuance sequence throughout.
- The SOQ shall not exceed 20 pages, excluding résumés. Résumés may be appended to the SOQ, for convenience.

Clearly indicate the following on the outside of the sealed package:

- Project name: Middlebury Department of Public Works, SOQ for Consultant and/or Contracted Services.
- The name and address of the primary consultant/contractor along with the name, telephone number and email address of the appropriate contact person.

Any questions regarding this RFSOQ must be submitted by September 1, 2022 at 4:00 p.m. via email to Daniel Werner, Town of Middlebury, Public Works Planning Director, at [dwerner@townofmiddlebury.org](mailto:dwerner@townofmiddlebury.org). The Department will maintain a list of questions and distribute it to consultants as needed.

Submissions must be received by September 15, 2022, at: 11:00a.m.

Office of the Town Manager  
77 Main Street  
Middlebury, VT 05753  
c/o Daniel Werner, Public Works Planning Director

Proposals received after the deadline will not be accepted. Review of qualifications will take place by September 30, 2022.

## **V. Selecting Prequalified Consultants**

A Selection Committee will review all RFSOQ responses received by the September 15, 2022 deadline for completeness and evaluate them against the SOQ requirements specified in Section III.

The Town of Middlebury reserves the right to request clarification from any responding firm regarding any element of its proposal and to select the proposal(s) considered to best promote the public interest. Oral presentations may be required at the discretion of the Town.

Having evaluated the SOQs, the Selection Committee will then forward its recommendations to the Town's Infrastructure Committee, which will, in turn, prepare a final recommendation for consideration and approval by the Middlebury Selectboard. It is anticipated that a final recommendation will be presented to the Selectboard within 60 days following the RFSOQ submission deadline.

All firms responding to this RFSOQ, whether or not selected as a prequalified consultant, will be notified of their status, via email, by DPW Planning Director Daniel Werner.

All proposals become the property of the Town of Middlebury upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The

Town reserves the right to reject any and all proposals received as a result of 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 Town. This solicitation of proposal in no way obligates the Town to award a contract.

The selection of one or more responding firms as a prequalified consultant 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 Town of Middlebury is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

## **VI. Project Advancement and Consultant Selection Process**

As specific Town infrastructure projects advance into the evaluation phase a Selection Committee will select one of the prequalified consultants or consultant teams for each project based on the firm's qualifications as stated in its SOQ, current workload, past performance and demonstrated relevant experience. Working with DPW staff, the selected consultant will develop a project proposal that will include the following items:

- Scope of Work
- Project schedule
- Project staff (listing of staff proposed and their availability. Résumés are not required if they were part of the SOQ package.)
- Detailed project cost estimate

In the event that the Department does not reach agreement with the selected consultant regarding scope of work and/or cost, another of the on-call firms may be asked to prepare a scope of work and cost proposal.

## **VII. Grievance Procedure**

If any firm responding to this RFQ is aggrieved by the proposed selection of consultants or the award of any subsequent contract, it may appeal in writing to the Town. The appeal must be postmarked within fourteen (14) calendar days following the date of notification.

For further information, please contact:

Daniel Werner  
Public Works Planning Director  
77 Main Street  
Middlebury, VT 05753  
802-388-4045  
dwerner@townofmiddlebury.org