



## Central Vermont Regional Planning Commission Request for Qualifications (RFQ) – Clean Water Partners

**Responses due by 4:00 PM (EST), Wednesday 5 April 2023**

### Overview

The Central Vermont Regional Planning Commission (CVRPC) is the Clean Water Service Provider (CWSP) for the Winooski River Basin (Basin 8). As the Basin 8 CWSP, CVRPC receives Water Quality Restoration Formula Grant (Formula Grant) funding to facilitate water quality improvements through the identification, development, engineering, design and construction of **non-regulatory, phosphorous reduction projects** as envisioned by [Act 76, the Clean Water Service Delivery Act](#). For more information about the CVRPC in its role as the Basin 8 CWSP, see:

- <https://centralvtplanning.org/programs/watershed/winooski-cwsp/>
- <https://dec.vermont.gov/water-investment/watershed-planning/tactical-basin-planning/basin8>.

The purpose of this RFQ is to identify (pre-qualify) Municipalities & Organizations (RESPONDENTS) willing to serve as Clean Water Project Partners (PARTNERS) to provide Project Management / Implementation services for a three-year period (6 April 2023 – 5 April 2026). The Basin 8 CWSP will issue multiple project solicitation rounds during this period to identify and prioritize projects for funding.

The types of projects to be funded with Formula Grant money include:

- conservation easements (e.g. river corridor, wetland buffer);
- floodplain & stream restoration / reconnection;
- wetlands restoration;
- forestland and forest road best management practices (BMPs);
- riparian buffer restoration and tree plantings; and
- lakeshore stabilization & restoration.

Traditional stormwater treatment and road-related BMPs may also be supported so long as they are not required by a permit. Lastly, natural resource restoration projects on farm properties may be supported so long as they are not required by a permit **and** they are supported by the Vermont Agency of Agriculture, Farms & Markets.

The CWSP may opt to sole-source selected projects submitted by pre-qualified PARTNERS, subject to the concurrence of the Vermont Department of Environmental Conservation (DEC), for the performance of one or more phases of a water quality improvement project. Generally, a PARTNER may continue to manage subsequent phases of a project with an affirmative vote by the Basin 8 BWQC and the concurrence of the DEC. PARTNERS shall be managed by the CWSP consistent with Act 76, the Rule and Act 76 Guidance.

Formula Grant funding will be used to support the following Project Phases:

- a) assessment & identification,
- b) development,
- c) design,
- d) construction / implementation,
- e) operation & maintenance, and
- f) inspection, reporting & verification.

Projects in the stream and developed land sectors will be prioritized for funding. However, projects within the agriculture and forestry sectors may also be supported if certain conditions are met. For more information regarding project phases and project types, please refer to the [Vermont Clean Water Initiative Program Funding Policy – SFY 2023](#).

## **Sole Sourcing**

Consistent with CVRPC's Procurement Policy, the services of pre-qualified PARTNERS may be procured by non-competitive proposals for projects and other work prioritized by the Basin 8 BWQC. Procurement by non-competitive proposals may be used in accordance with the CWSP Rule and in recognition of a pre-qualified PARTNER'S unique ability to provide a service in connection with a specific project or task.

## **Master Agreement**

If a RESPONDENT is deemed qualified according to the criteria of this RFQ, they will enter into a Master Agreement with the CVRPC for a three-year period (6 April 2023 – 5 April 2026). A Master Agreement neither contains a Scope of Work nor a guarantee that one will be awarded. The Master Agreement will establish the general terms regarding the potential receipt of a subgrant or subcontract for a discrete Scope of Work from the CVRPC, in its capacity as the Basin 8 CWSP. Projects will be funded primarily by Formula Grants. All requirements associated with Formula Grant (e.g. procurement, reporting) and any other funding sources must be followed.

Pre-qualified PARTNERS are empowered to bring proposals to the CWSP and its BWQC and to serve as Project Manager / Implementor of one or more phases of a project. The CVRPC may extend or renew PARTNER Master

Agreements as allowed by Environmental Protection Rule Chapter 39 (Clean Water Service Provider Rule) and Act 76 Guidance as promulgated by the State of Vermont. Agreement extensions will be based on performance during the previous term and the availability of funds.

## **Format of Qualification Material Requirements**

RESPONDENTS are required to submit a Statement of Qualification (SOQ) using the format described below. The SOQ shall be submitted as a PDF and must not exceed 20 pages.

**Submissions must be received by 4 PM on 5 April 2023.** Materials received after the deadline will not be considered. Please submit your SOQ via email to Brian Voigt ([voigt@cvregion.com](mailto:voigt@cvregion.com)) with the subject line "CWSP Clean Water Partner RFQ Submission". A confirmation email will be sent upon receipt of the SOQ. Early submissions encouraged. Project solicitation will begin 29 March 2023.

Direct questions to Brian Voigt ([voigt@cvregion.com](mailto:voigt@cvregion.com)) with the subject line "CWSP Clean Water Partner RFQ Question". NO PHONE CALLS PLEASE. CVRPC will maintain a list of questions and answers at the [Basin 8 CWSP website](#). **Questions will be accepted until 4:00 PM 22 March 2023.**

CVRPC acknowledges the historical role land use policies and public investments have played in perpetuating systemic racism and inequity and is committed to ensuring that future public policy and capital investments promote equity and opportunity for BIPOC (Black, Indigenous, and people of color) and frontline communities. PARTNERS must be committed to working effectively with diverse community populations and are expected to strengthen such capacity if selected.

## **RFQ RESPONSE FORMAT**

A response template is provided. If you choose not to use the fillable form, please provide the requested details in the order specified below.

1. Entity type: Municipality, Regional Planning Commission, Organization
2. Contact information: Name, mailing address, telephone number and primary email contact.
3. If the qualifications being presented are for an Organization, please state the date of incorporation in the State of Vermont and the type of Organization. If your Organization is a federally recognized 501-c-3, and / or a state registered non-profit, please list the year(s) status was confirmed. If your Organization is neither a federally recognized

501-c-3 nor a state registered non-profit, please name the organization which serves as your fiscal sponsor.

4. Please list up to ten grants / contracts you have received *and* managed from the **State of Vermont** for water quality work from 2017 through the present. Include the award year, funding source, the project name, project phase(s), a brief project description (< 100 words) and the project budget. See the example below for guidance. Attach additional pages as necessary.

<b>Year of Award</b>	2018
<b>Funding Source<sup>a</sup></b>	DIBG
<b>Project Name</b>	Moretown Elementary School & Town Office Stormwater Improvements
<b>Project Phase(s)</b>	<input type="checkbox"/> Identification <input type="checkbox"/> Development <input checked="" type="checkbox"/> Preliminary Design <input checked="" type="checkbox"/> Final Design <input checked="" type="checkbox"/> Construction <input type="checkbox"/> O&M <input type="checkbox"/> Inspection
<b>Project Description</b>	This project began with the Mad River/Kingsbury Branch Stormwater Master Planning effort where the site was identified as the top priority project for Moretown. Drainage from the sub-basin, mixed gravel/paved driveways and parking lot, and buildings causes stormwater runoff eroding sediment and carrying pollutants including phosphorus to the storm drainage system which enters the nearby Mad River. Stormwater runoff at the site will be mitigated via the construction of one gravel wetland and three sand filters. The design will treat 1.55 acres of impervious surfaces and yield a 5.18 kg/yr phosphorus reduction.
<b>Project Budget</b>	\$333,698

a: If the funding source is not included in the drop-down list, please choose "Other" and include the funding source in the Project Name field.

5. Please list up to ten grants / contracts you have received and managed from **Non-State of Vermont** for water quality work from 2017 through the present. Include the award year, funding source, the project name, project phase(s), a brief project description (< 100 words) and the project budget. See the example above for guidance. Attach additional pages as necessary.

a: If the funding source is not included in the drop-down list, please choose "Other" and include the funding source in the Project Name field.

6. Staff Experience & Qualifications: Provide one-page resumes for up to five key staff members which describe their: 1) organizational role; 2) qualifications (education, professional society membership, etc.); and 3) experience with water quality restoration projects (working with landowners, supervising subcontractors, grant/project management reporting to funding agencies, accounting/finance, etc.).
7. Financial and Accounting information for Fiscal Year 2023 (FY23, starting 1 July 2022 thru 30 June 2023) for work performed under this Master Agreement, including:
  - Hourly wage rate schedule for all potential employees.
  - Proposed Overhead rates (e.g. Fringe benefits) expressed as a percentage of the hourly wage or as a cost per hour per employee. This can be a range if such detail is not available.
  - Proposed Indirect rate and the types of expenses to which this rate will be applied.
  - An hourly dollar rate schedule for equipment.
  - Vehicle mileage rate.
  - Proposed markup rate applied to bills from subcontractors, suppliers, etc.
  - Type of accounting system.
8. Diversity, Equity & Inclusion (DEI): Please note any partnerships, regular subcontracting or vendor relationships with disadvantaged business enterprises (DBE). A DBE means a for-profit [small business concern](#): 1) that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and 2) whose management and daily business operations are controlled by one or more of the [socially and economically disadvantaged individuals](#) who own it.

Please describe your commitment to, and experience with addressing diversity, equity and inclusion principles and how you intend to implement these practices in future water quality restoration projects.

9. References: RESPONDENT shall submit names, email addresses, and phone numbers of at least three references familiar with the municipality's / organization's ability, experience, and reliability in the performance and management of projects of a similar nature. Note: References from agencies that awarded funds are acceptable.
10. Non-Discrimination and Title VI: The RESPONDENT shall affirmatively state that they will comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and

subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, federal and USDOT assisted contracts, programs and activities.

## **Confidentiality**

Materials used in the prequalification process will become a matter of public record. In case a RESPONDENT includes any material that is considered to be proprietary and/or confidential under 1 VSA, Chapter 5, the RESPONDENT shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response be marked confidential. If the RESPONDENT marks portions of the Qualifying Materials as confidential, a redacted version of the Qualifying Materials shall be provided for release to the public.

## **Selection Procedure**

The following criteria will be considered by a review committee consisting of CVRPC staff members.

- Responsiveness to the Categories of Required Information (20 Points)
- Academic and professional qualifications of the firm's key personnel for specific Project Phases and Type(s) (25 Points)
- Proven record of successfully completing similar Project Phase(s) and familiarity with Project Type(s) (45) Points)
- Demonstrated partnerships with DBEs, or experience/commitment to incorporating Diversity, Equity and Inclusion principles (10 points) in the performance of project phases

## **Disclaimer**

All materials become the property of the CVRPC upon submission. CVRPC assumes neither responsibility nor liability for costs incurred during the preparation and submission of the proposal or any other costs prior to issuance of a contract. The expense of preparing, submitting, and presenting qualifications and proposals is the responsibility of the applicant. The CVRPC reserves the right to:

- reject any and all proposals received,
- examine all aspects of responses submitted, tangible and intangible,
- seek clarification of any statement submitted,
- negotiate with any qualified source,
- waive any formality and any technicalities, or

- cancel the RFQ in part or in its entirety if it is in the best interest of the CVRPC,
- advertise for new submissions at any time if it is in the best interest of CVRPC or the Basin 8 CWSP, and
- select PARTNERS that are best able to provide the requested services and promote the public interest.

This solicitation in no way obligates CVRPC to award a Master Agreement, grant, contract or Scope of Work.