



Central Vermont Regional Planning Commission

Request for Qualifications – Clean Water Sub-Contractor

Responses due by 4:00 PM (EST), Wednesday 13 December 2023

Overview

The Central Vermont Regional Planning Commission (CVRPC) is the Clean Water Service Provider for the Winooski River Basin (Basin 8). As the Basin 8 Clean Water Service Provider, CVRPC receives approximately \$1 million of Water Quality Restoration Formula Grant (Formula Grant) funding per year 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 and Winooski Tactical Basin Planning, see:

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

The purpose of this Request for Qualifications (RFQ) is to identify and pre-qualify firms (RESPONDENTS) willing to serve as Clean Water Project Sub-contractors (SUBCONTRACTOR) to provide Engineering and / or Construction services for a three-year period. *(Note: The CVRPC already published a separate RFQ to identify Project Implementors (PARTNERS) – Natural Resources Conservation Districts, Watershed & Land Conservation Organizations and Municipalities – to manage water quality projects endorsed by the Basin 8 Water Quality Council.)*

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.

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;
- riparian buffer restoration and tree plantings; and
- lakeshore stabilization & restoration.

Traditional stormwater treatment and road-related best management practices may also be supported so long as they are not required by a permit. 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. 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. For more information regarding project phases and project types, please refer to the [Vermont Clean Water Initiative Program Funding Policy – SFY 2023](#).

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 (8 January 2024 – 7 January 2027). 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 sub-contract for a discrete Scope of Work from a Project Implementor, whose project has been prioritized by the Winooski Basin Water Quality Council. Projects will be funded primarily by Formula Grants. All requirements associated with Formula Grant funding (e.g. procurement, reporting) and any other funding sources must be followed. For more information, refer to the [Vermont Clean Water Initiative Program Funding Policy – SFY 2023](#). The CVRPC may extend or renew SUBCONTRACTOR 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.

CVRPC will select prime contractors only through this RFQ and is not looking for contractor teams. However, once RESPONDENTS are deemed qualified to provide CWSP-related services, they may assemble project-specific teams in response to a Request for Proposals.

After a RESPONDENT is deemed qualified through this RFQ, they will be eligible for either a task order or subcontract for services from the CVRPC or from a PARTNER (e.g. watershed or land conservation organization). Whether it is the CVRPC or designated PARTNER that is subcontracting for

services, pre-qualified subcontractors (i.e. SUBCONTRACTORS) will be solicited via competitive proposal at the inception of a project. The CVRPC or its PARTNER must seek proposals from at least three pre-qualified contractors or other potential contractors. CVRPC approval of a subcontractor is required unless they have already been pre-qualified by CVRPC to provide CWSP-related services. Once selected, a SUBCONTRACTOR may continue to work for CVRPC or its PARTNER on subsequent project phases provided that their costs are consistent with the standard cost as identified by the Secretary of the Agency of Natural Resources as noted in Act 76 and the PARTNER is satisfied with their work.

Format of Qualification Material Requirements

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

Submissions must be received by 4:00 PM on 13 December 2023.

Please submit your Statement of Qualifications via email to Brian Voigt (voigt@cvregion.com) with the subject line "CWSP Clean Water Sub-contractor RFQ Submission". A confirmation email will be sent upon receipt of the Statement of Qualification. Early submissions encouraged.

Direct questions to Brian Voigt (voigt@cvregion.com) with the subject line "CWSP Clean Water Sub-contractor RFQ Question". NO PHONE CALLS PLEASE. CVRPC will maintain a list of questions and their answers on the [Basin 8 CWSP website](#). **Questions will be accepted until 4:00 PM on 22 November 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. RESPONDENTS 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: Engineering Services, Construction Services, Engineering & Construction Services
2. Contact information: Name, mailing address, telephone number and primary email contact.

3. Date of incorporation in the State of Vermont. If your firm is a federally recognized 501-c-3, and / or a state registered non-profit, please list the year(s) status was confirmed.
4. Please list up to ten contracts you have received for water quality improvement projects from 2017 through the present. Include the award year, project sponsor, 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.

Year of Award	2018
Project Partner(s)	Central Vermont Regional Planning Commission
Funding Source	DIBG – Design Implementation Block Grant
Project Name	Moretown Elementary School & Town Office Stormwater Improvements
Project Phase(s)	<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
Project Description	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.
Project Budget	\$333,698

5. Staff Experience & Qualifications: Provide one-page (max) resumes for up to five key staff members which describe their: 1) role in the organization; 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.).
6. Financial and Accounting information for Fiscal Year 2024 (FY24, starting 1 July 2023 through 30 June 2024) 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 sub-contractors, suppliers, etc.
 - Type of accounting system.
7. Diversity, Equity & Inclusion (DEI): Please note any partnerships, regular sub-contracting 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.

8. References: RESPONDENT shall submit names, email addresses, and phone numbers of at least three references familiar with the firm's ability, experience, and reliability implementing water quality restoration projects of a similar nature. Note: References from agencies that awarded funds are acceptable.
9. 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 pre-qualification process will become a matter of public record. In case a RESPONDENT includes any material that is considered 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) (20 Points)
- Proven record of familiarity with and successful completion of similar Project Phase(s) and Project Type(s) (50) Points)
- Demonstrated partnerships with DBEs, or experience/commitment to incorporating Diversity, Equity and Inclusion principles in the performance of project phases (10 points)

Disclaimer

All materials become the property of the CVRPC upon submission. The 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 RESPONDENT. 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,
- 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 the CVRPC or the Basin 8 CWSP, and
- select SUBCONTRACTORS that are best able to provide the requested services and promote the public interest.

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