

What: RFQ for Clean Water Project Contractors

Who: Issued by Northwest Regional Planning Commission as Clean Water Service Provider for the Lamoille and Missisquoi Basins

When: Issued June 3, 2024;

Responses are Due June 24, 2024 at 12:00 noon.

Introduction

Northwest Regional Planning Commission (NRPC) is a [Clean Water Service Provider \(CWSP\)](#) for two major watersheds in Vermont. NRPC is issuing this Request for Qualifications (RFQ) for services as described below.

The NRPC seeks to prequalify and contract with *additional* Contractors to provide services to the CWSP for a three-year period as envisioned by the [Clean Water Service Delivery Act](#).

The CWSP Rule requires NRPC to solicit qualification at least once per year. Thus, NRPC is once again seeking contractors for design, resource assessment (including natural and cultural resource assessment), construction/implementation, operation & maintenance, and inspection, reporting & verification.

A list of the already-prequalified partners is attached as Attachment C.

(If an entity is already prequalified, no action is required at this time.) Please note that those selected to perform operation & maintenance or inspection, reporting & verification may be required to fulfill additional requirements imposed by the State of Vermont.

The firms listed below are already prequalified. If your firm is on this list, no further action is needed if your signed Master Agreement is in hand.

Note: the version of the list included as Attachment C indicates the specific areas in which firms are prequalified.

Design Firms	Construction Firms
Agrilab Technologies Cross Consulting Engineers Dubois & King East Engineering PLC Fitzgerald Environmental Associates LLC Fluid State Consulting LLC Gomez & Sullivan Engineers Hartgen Interfluve New England Consulting Engineers LLC Northeast HP Redstart Consulting Inc SLR Consulting Stone Environmental Inc SWCA Environmental Consultants TCE Trudell Consulting Engineers VHB Vanesse Hangen Brustlin Inc Watershed Consulting Associates LLC Windenwater LLC WSP	Courtland Construction Corporation Dillon Owen/HFM Services LLC Green Mountain Marine Services GW Tatro JP Sicard Inc

Why Prequalify?

Prequalified Contractors can be selected to provide services to the NRPC and/or its CWSP Subgrantee Project Implementors/Managers through a simplified bid process. (Note: NRPC previously published separate RFQs aimed at natural resource conservation districts, watershed groups, land conservation organizations, and municipalities to serve NRPC as Subgrantee Project Implementors/Managers of non-regulatory water quality projects.) **Services will address water quality improvement via non-regulatory projects.**

The NRPC may extend or renew contracts that it awards. Contract extensions will be based on performance for the prior contract period and availability of funds. Provision of services may commence upon engagement as a pre-qualified CWSP Contractor and extend through December, 2025. Work will be funded using state funds primarily. All requirements associated with those

funds and any others used will be followed. This solicitation of proposals in no way obligates NRPC to award a contract.

All potential Project Contractors are required to provide their pre-qualification proposal by the deadline noted at the top of this page. Mailed submittals with postmarks on or before the deadline date will be accepted and reviewed.

Subject matter, Location, Sectors, Project Phases, and Project Types

Subject Matter

NRPC aims to prequalify Subcontractors for work contributing to water quality improvement via non-regulatory projects as envisioned by the [Clean Water Service Delivery Act](#), also known as Act 76.

A primary purpose of funded projects will be phosphorus reduction. NRPC and the Basin Water Quality Councils it supports will seek to advance projects with favorable phosphorus-reduction performance metrics and that, to the extent feasible, advance important co-benefits. Per statute, the success of the CWSP will be measured in terms of the progress it makes toward meeting non-regulatory phosphorus reduction targets established by the Vermont Department of Environmental Conservation (DEC).

Location

Respondents to this RFQ should be familiar with northwest Vermont, where the work will occur. Contractors may propose to work in one or both watershed areas (Lamoille and Missisquoi) under the jurisdiction of the NRPC CWSP.

Sectors

Work proposed to contractors for bidding may occur in any of the sectors eligible for DEC Clean Water Funding available via the CWSP. These sectors include developed land, stream, forest, and (less frequently) agricultural. You may wish to consult the [DEC Funding Policy](#) and future amendments (which may be published in November) for further details.

Project Phases and Types

NRPC will be prequalifying contractors to aid the CWSP and/or its subgrantees in carrying out the project types and phases authorized by the DEC funding policy. Current examples are listed below. Individual contractors may propose to be qualified for one or more project type/phase.

Project Phases:

- 1) identification & development,
- 2) design,
- 3) construction/implementation,
- 4) operation & maintenance, and
- 5) inspection, reporting & verification

Project Types: ¹

- easements (river corridor, wetland buffer, etc.)
- floodplain & stream restoration/reconnection,
- wetlands restoration,
- forestland and forest road best management practices (BMPs),
- riparian buffer restoration,
- habitat restoration,
- tree buffer plantings, and
- natural lakeshore stabilization/restoration projects.

Natural and Cultural Resource Assessment

The phases for identification and development and for design will often encompass work involving natural resource assessment and/or cultural resource assessment. Thus, contractors with expertise in natural resource and/or cultural resource (historic and/or archeological resources) are encouraged to submit qualifications in response to these solicitations.

Equity Considerations and Non-Discrimination

NRPC is committed to furthering our understanding of the significant historical role land use policies and public investments have had in systemic racism and inequity and making sure that future public policy and capital investments encourage equity and provide increased opportunities and improved conditions for people historically under-represented or marginalized including Black, Indigenous, people of color (BIPOC), and low-income residents. Successful contractors must be committed to working effectively with diverse community populations and expected to strengthen such capacity if selected.

NRPC is committed to providing equitable opportunities for individuals and/or firms who have little or no public sector contracting experience and will provide technical guidance to prequalified contractors regarding matters such as insurance and reporting requirements. If you wish to submit a proposal and have any questions about public sector contracting, please do not hesitate to submit your questions. The deadline for such questions is June 10, 2024.

All respondents 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

¹ Note regarding project types: Traditional stormwater treatment and road project BMPs may also be applicable if treating runoff not required by a permit. Furthermore, natural resource restoration projects on farm properties may be supported if not required by a permit.

from participation in, be denied the benefits of, or be otherwise discriminated against under the State or federal contracts, programs and activities.

Format for Submissions and Confidentiality

Printed paper proposals are allowed, but electronic submittals provided via email are preferred. Paper proposals shall not exceed 20 pages, excluding resumes and any sample project material. Paper proposals are to be addressed for delivery at 75 Fairfield Street, St. Albans, Vermont 05478. Electronic submittals are to be addressed for delivery at sgratz@nrpcvt.com.

To be considered responsive to this RFQ, each proposal must provide all information requested below. A confirmation email will be sent of receipt of the proposal. Questions regarding this RFQ should be directed to dpierce@nrpcvt.com; please use "RFQ question" in the subject line. NRPC will post a list of questions and answers linked to the NRPC RFP website <https://www.nrpcvt.com/about-nrpc/rfp-rfq/>). Questions will be accepted until 12:00 p.m. (noon) June 10, 2024, to ensure all parties have adequate time to review the answers. The qualification materials (also referred to as the proposal) should clearly indicate the topic area(s) the contractor is proposing for and, for each of these areas, demonstrate that the contractor understands the topic area, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed.

The following pages separately identify the submission materials required from firms wanting to provide:

A) Design and engineering and natural and/or cultural resource assistance, and

B) Construction/implementation, Operations & Maintenance, and/or Inspection & Verification type activities.

Please note that successful responses/proposals will become part of the contract file and will become a matter of public record, as will all other responses received. In case a proposer includes any material that is considered to be proprietary and/or confidential under 1 VSA, Chapter 5, the proposer shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response or cost proposal be marked confidential. If the Contractor marks portions of the proposal confidential, the Contractor shall provide a redacted version of the proposal for release to the public.

>Design/Engineering/Natural and/or Cultural Resource Work<

A. Proposals involving these services must include the following information compiled in a single submittal with numbered sections consistent with the following:

1. Cover Letter, with brief introduction to the firm along with an overview of the contractor's understanding of the nature of the work and general approach to be taken.
2. Firm name and business address, including telephone number and email contact.
3. Year established; former firm names and year established, if applicable; state in which the firm was organized or incorporated.
4. Type of ownership, and name and location of parent company and subsidiaries, if any.
5. Indication of whether the contractor is licensed to do business in the State of Vermont. Contractors are not required to be licensed to respond to this RFQ, but they will be required to obtain the license prior to being awarded any contract.
6. Number of full-time employees. Part-time employees routinely engaged by the respondent may be included if clearly identified as such.
7. Description of the contractor's general qualifications, including experience with similar types of contracts.
8. Identification of basin(s) of interest.
9. Identification of sector(s) and project type(s)/phase(s) **using Checklist A attached.**
10. Qualifications and Experience relating to the type(s) of work you hope to perform. *Please address the sectors and project types/phases identified in your completed Checklist A.*
11. Qualifications of and Experience of Key Staff for Specific Project Type(s).

For each key staff member (no fewer than one and no more than five), contractors shall identify the person's name, email address, tenure, and role. Resumes of the key staff shall be provided. Resumes should emphasize Key Staff's previous experience with similar projects.
12. Technical resources (e.g., equipment, technology, access to materials, etc.).
13. Debarment Documentation, if any.
14. Certificate of Good Standing.
15. Description of the contractor's commitment to, and experience with addressing diversity and equity.
16. Financial and Accounting information:
 - An hourly rate schedule for all job categories that may be utilized under this contract.
 - Overhead rate and fee.
 - Type of accounting system.
17. References

Names, addresses, and phone numbers of at least three references familiar with the contractor's ability, experience, and reliability in the performance and management of projects of a similar nature.

>Construction/Implementation/O&M/Inspection & Verification <

B. Proposals involving these services must include the following information compiled in a single submittal with numbered sections consistent with the following:

1. Cover Letter, with brief introduction to the firm along with an overview of the contractor's understanding of the nature of the work.
2. Firm name and business address, including telephone number and email contact.
3. Year established; former firm names and year established, if applicable; state in which the firm was organized or incorporated.
4. Type of ownership, and name and location of parent company and subsidiaries, if any.
5. Indication of whether the contractor is licensed to do business in the State of Vermont. Contractors are not required to be licensed to respond to this RFQ, but they will be required to obtain the license prior to being awarded any contract.
6. Number of full-time employees. Part-time employees routinely engaged by the respondent may be included if clearly identified as such.
7. Identification of sector(s) and project type(s)/phase(s) of interest **using Checklist B attached.**
8. *Description of experience working on the project types identified in your completed Checklist B.*
9. Technical resources (e.g., equipment, technology, access to materials, etc.).
10. Debarment Documentation, if any.
11. Certificate of Good Standing.
12. Description of the contractor's commitment to, and experience with addressing diversity and equity.
13. Financial and Accounting information, including an hourly rate schedule for all job categories that may be utilized under this contract.
14. References
Names, addresses, and phone numbers of at least three references familiar with the contractor's ability, experience, and reliability in the performance and management of projects of a similar nature.

Contractor Selection Procedure

Review of Written Qualifications and Fee Schedules

Qualifications for each topic area will be evaluated separately considering the criteria listed below by a selection committee consisting of members of NRPC staff. A list of qualified contractors under each topic area will be developed based on the following criteria:

- › Responsiveness to the RFQ (10 Points)
- › Demonstration of overall understanding of the work (20 Points)
- › Qualifications of the contractor and assigned personnel for specific project type(s) (30 Points)
- › Proven record of successfully completing similar projects (30 Points)
- › Being a disadvantaged business enterprise (DBE), demonstrated partnerships with DBEs, or experience/commitment to addressing racial equity (10 points)

Once the proposals are discussed and ranked, fee schedules will be reviewed. The NRPC reserves the right to seek clarification of any proposal submitted and to select contractors that best promote the public interest. The selection committee will make every effort to announce final decisions by August 23, 2024.

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

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

NRPC will engage Contractors via an initial contract known as a Master Agreement. That contract will set the stage for Contractors to perform work pursuant to specific Task orders. Task orders will be issued after the completion of an abbreviated bidding process.

ATTACHMENT A - PROPOSED PROJECT SECTOR(S) AND PROJECT TYPE(S)

Firm Name _____

<u>Project Sector</u> (Select all that apply)	<u>Check here if you wish to prequalify in this sector</u>
Agricultural Pollution Prevention	
Road Erosion	
Stormwater	
Forestry	
Lake Shoreland	
Rivers/Floodplains/Dam Removal	
Wetlands	

<u>Project Types/phases</u> (Select all that apply)	<u>Check here if you wish to prequalify performing this project type</u>
Identification/Inventory/Project Development/Master Planning	
Preliminary (30%) Engineering Design	
Final (100%) Engineering Design	
Procuring Equipment for Best Management Practice installation and/or maintenance (forestry, stormwater/roads sectors)	
Easement Design (Rivers/Floodplains/Dam Removal sector only)	
Implementation/Construction	
Stormwater Practice Operation and/or Maintenance	
Stormwater Practice Inspection / Verification	
Natural Resource Assessment	
Cultural Resource Assessment	
Other (Describe)	

ATTACHMENT B - PROPOSED PROJECT TYPE(S)

Use this form if you intend to seek prequalification for construction, operation & maintenance, and/or inspection & verification activities.

Note that operation & maintenance and/or inspection & verification activities may require further requirements imposed by the State of Vermont.

Firm Name _____

<u>Project Type</u> (Select all that apply)	<u>Check here if you wish to prequalify performing this project type</u>
Procuring Equipment for Best Management Practice installation and/or maintenance (forestry, stormwater/roads sectors)	
Installation/Construction	
Stormwater Practice Operation and/or Maintenance	
Stormwater Practice Inspection	
Other (Describe)	

ATTACHMENT C -ALREADY PREQUALIFIED CONTRACTORS

If an entity is already prequalified, no action is required at this time if signed master agreement is in hand. Key: *Those firms designated Yes with asterisk are qualified for cultural resource assessment. +Contingent on any DEC requirements met.

Design Firms	Identification and Assessment*	Design	Implementation/ Construction	BMP Operation/ Maintenance+	BMP Inspection/ Verification+	Agricultural	Roads
Agrilab Technologies	Yes	Yes	Yes	Yes	No	Yes	Yes
Cross Consulting Engineers	Yes	Yes	No	No	Yes	Yes	Yes
Dubois & King	Yes	Yes	Yes	Yes	Yes	Yes	Yes
East Engineering PLC	Yes	Yes	Yes	Yes	Yes	No	Yes
Fitzgerald Environmental Associates LLC	Yes	Yes	Yes	No	Yes	Yes	Yes
Fluid State Consulting LLC	Yes	Yes	Yes	No	Yes	No	Yes
Gomez & Sullivan Engineers	Yes	Yes	Yes	No	No	No	No
Hartgen	Yes*	Yes	No	No	No	Yes	Yes
Interfluve	Yes	Yes	Yes	No	No	Yes	Yes
New England Consulting Engineers LLC	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Northeast HP	Yes*	Yes	Yes	No	No	Yes	Yes
Redstart Consulting Inc	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SLR Consulting	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Stone Environmental Inc	Yes	Yes	Yes	No	Yes	Yes	Yes
SWCA Environmental Consultants	Yes*	Yes	Yes	No	Yes	Yes	Yes
TCE Trudell Consulting Engineers	Yes	Yes	No	Yes	Yes	Yes	Yes
VHB Vanesse Hangen Brustlin Inc	Yes*	Yes	Yes	Yes	Yes	Yes	Yes
Watershed Consulting Associates LLC	Yes	Yes	No	No	Yes	Yes	Yes
Windenwater LLC	Yes	Yes	Yes	No	Yes	No	Yes
WSP	Yes	Yes	No	No	No	No	No

ATTACHMENT C -ALREADY PREQUALIFIED CONTRACTORS, CONT'D

If an entity is already prequalified, no action is required at this time if signed master agreement is in hand.

QUALIFIED CONTRACTORS – CONSTRUCTION FIRMS

Construction Firms	Implementation/ Construction	BMP Operation/ Maintenance+	BMP Inspection/ Verification+
Courtland Construction Corporation	Yes	No	No
Dillon Owen/HFM Services LLC	Yes	Yes	Yes
Green Mountain Marine Services	Yes	Yes	Yes
GW Tatro	Yes	Yes	No
JP Sicard Inc	Yes	No	No

+Contingent on any DEC requirements met.