

# TOWN OF NORWICH

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## REQUEST FOR QUALIFICATIONS Wastewater Feasibility Study

### Overview

This feasibility study is supported by the Clean Water State Revolving Loan Fund (CLWSRLF) program of the Vermont Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC). The purpose of this project is to:

- determine existing conditions in the village and adjacent areas of Norwich
- identify alternative wastewater solutions
- evaluate alternatives

The Town of Norwich seeks Statements of Qualifications (SOQs) from qualified engineering firms detailing the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Required professional services will include but are not limited to preliminary engineering services, design- and construction-related services, preparation of bidding and contract documents, participation in the evaluation of any bids received for any subsequent Town of Norwich Wastewater Project.

### Background

The Town of Norwich, population 3,339 is located in Windsor County, Vermont, on the Connecticut River. The primary focus of this study is Village Business, and Village Residential Zoning Districts and adjacent areas. Norwich has a Designated Village Center and a Fire District providing potable water in an area roughly contiguous with the Designated Village Center and Village Residential Districts. All wastewater treatment is undertaken with on-site systems. There is no municipal wastewater management.

### Project Goals

The 2020 Norwich Town Plan identifies wastewater provision as a potential impediment to village (re)development and a constraint on the addition of housing at densities similar to the existing village. Additionally, commercial or larger scale residential development may not be economically feasible because on-site wastewater systems are required. This study has four goals:

1. In consultation with the Planning Director using available geological, topographical and built form data establish the boundaries of the wastewater study area
2. Accurately describe existing conditions in the study area
3. Present potential wastewater solutions that can ensure the ongoing viability of the study area
4. Propose innovative solutions that have a clear permitting path and accurate installation, operating and maintenance cost information

### Procurement Policies

Procurement of services as described above will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104. Attention is directed to the fact that the proposed project may be

undertaken with a variety of Federal and state funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

### Response Format and Due Date

A SOQ in pdf format must be submitted via email by 12 noon Friday xxx xx, 2021 to [norwichvtplanner@gmail.com](mailto:norwichvtplanner@gmail.com) SOQs or amendments received after this deadline will not be considered. The subject line in the email must read: **Norwich wastewater feasibility study SOQ.**

Submission must be received no later than 12 noon Friday November 5, 2021

Faxed or USPS delivered responses will NOT be accepted

### Evaluation Criteria

Statement of Qualifications will be evaluated in the following areas:

1. Firm's Qualifications and Capabilities (30 pts.): This refers to the qualifications of the firm or firms assigned, including area of expertise, technical capabilities.
2. Project Team (30 pts.): Qualifications of the professionals (including but not limited to the Project Manager) assigned to this project including technical attributes and relevant staff experience that make them uniquely qualified to undertake this work.
3. Past Performance (20 pts.): The quality and relevance of recent studies and projects of similar nature completed by the Consultant.
4. Knowledge of Project Area (5 pts.): Experience working in Vermont or in communities similar to Norwich, Vermont.
5. Overall Quality of Submittal (15 pts.): This refers to the clarity and organization of the submittal as well as the completeness of the information.

The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town of Norwich is an Equal Opportunity Employer and encourages proposals from qualified Minority or Women Owned Business Enterprises (M/WBE).

### Selection Process

Based on recommendations from the Planning Director, the Town Manager will appoint a Selection Committee to review qualifications submitted in response to this RFQ. Utilizing evaluation criteria as outlined above, the Committee will develop a list of qualified consultants that may be invited for an interview by the Committee. The Committee will recommend a preferred consultant to the Selectboard. The Selectboard will approve the final selection. Consultants that accept a contract will be required to register with the Vermont Secretary of State as a Vermont or foreign firm.

The Selection Committee at its discretion may conduct interviews of finalists the week of November 15 2021. The Town anticipates making the award no later than November 23, 2021.

Proof of insurance will be required before contracting with the selected consultants. Town of Norwich reserves the right to seek clarification of any statement submitted and to select the firms that are best able to address the project purpose and best promote the public interest, or to reject any and all proposals.

## Disclaimers

1. Those submitting SOQs do so entirely at their own expense. There is no express or implied obligation by the Town of Norwich to reimburse any entity or individual for any costs incurred in preparing or submitting of proposals, preparing or submitting additional information requested by Selection Committee, or participating in any selection interviews.
2. The Town of Norwich reserves the right to withdraw this Request for Qualifications, to accept or reject any or all statement of qualifications, to advertise for new statement of qualifications if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town.

## Information

All questions related to this Request of Qualifications will be addressed to Rod Francis, Planning Director. Questions may be emailed to Rod Francis, Planning Director. [norwichvtplanner@gmail.com](mailto:norwichvtplanner@gmail.com). Responses to consultant questions posed concerning this RFQ will be posted on the Town of Norwich website at the following link: <http://norwich.vt.us/planning-and-zoning/>