

**Request for Qualifications
City of Burlington**

City-wide Gravity Pipe Assessment and Rehabilitation

SUMMARY

The City of Burlington (City) is requesting Statements of Qualifications (SOQs) from consultants (or consultant teams) to assist in assessing and completing preliminary engineering for the rehabilitation of stormwater, combined sewer, and sanitary sewer pipes. The project will be funded through the Vermont CWSRF and we anticipate 3 steps: Step I (Preliminary Engineering), Step II (Final Design) and Step III (Construction Engineering).

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 bids received, and monitoring and inspection of construction activities to ensure compliance with the plans and specifications for the project.

This RFQ details the STEP I Preliminary Engineering work to be awarded under this contract; however, the proposals will also be evaluated on the basis of whether or not the consultant is able to provide assistance in additional steps (Step II and Step III).

PROPOSED PROJECT SCHEDULE

February 5 th	RFQ released
February 19 th by 4 pm	Deadline for submission of questions in writing (see below)
March 3 rd by 4 pm	Deadline for City to post responses to questions received by February 19 th
March 11 th by 4 pm	SOQ submission deadline
Week of March 14 th	City SOQ Evaluation
Week of March 21 st	Cost Negotiation and development of final scope of work and engineering services agreement with most qualified firm
May 2016	Project Kickoff
January 2017	STEP I Project Completion Deadline

INTRODUCTION

The City of Burlington owns and maintains approximately 37 miles of stormwater pipe, 45 miles of sanitary sewer, and 45 miles of combined sewer pipe of various materials. The City has collected digital CCTV data annually since 2010 with its own camera equipment and evaluated the condition of several miles of pipe. These pipe assessments are used to inform an annual in-situ lining program. However, the extent of the system, the age, and condition of the pipes requires a more comprehensive project to assess and rehabilitate all high priority gravity pipes to avoid future breaks, overflows, and limit infiltration into the pipe network. Evaluating the manhole and catch basin structures may be added to the scope of work for this project. This rehabilitation investment is programmed for \$5M.

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Consultant Skills Desired

Qualified consultants will have demonstrated expertise in the following:

- Capital/Asset Management Planning for Stormwater and Wastewater Collection System Infrastructure including risk evaluation (probability and consequence of failure)
- Pipe Condition Assessment based on the Pipe Assessment Certification Program (PACP) and structure assessment based on the Manhole Assessment Certification Program (MACP).
- Must include PACP certified staff, or commitment to obtain PACP certification.
- Planning, bid document development and oversight related to:
 - Trenchless pipe rehabilitation technologies (CIPP Lining)
 - Trenched pipe replacement projects
 - Manhole rehabilitation technologies (including lining/coatings)
- Experience with ArcGIS 10.x
- Vermont Clean Water State Revolving Fund requirements, including the jointly accepted Preliminary Engineering Report format.

PROJECT TASKS

A list of project tasks is provided to assist the consultant in understanding the project. Proposers **must not submit** a scope of work or fee proposal at this point. The final scope of work for the Step I contract will be negotiated with the top ranked consultant. A general listing of the tasks that would occur under Step II and Step III are also provided for the consultants understanding.

STEP I: Preliminary Engineering

The Consultant shall pursue a scope of work that meets the requirements of the Vermont CWSRF program with an approved Preliminary Engineering Report as the final deliverable for Step I.

The following tasks will be addressed as part of the consultant's scope of work:

1. Assist the City in developing a prioritization of pipes to assess during Step I.
2. Provide bid services for the City to contract directly with a CCTV inspection service to video prioritize pipes and to provide PACP pipe condition grading.
3. Manage the contract and work progress of the CCTV inspection contractor.
4. Review and provide quality assurance and control for PACP coding generated by the CCTV contractor.
5. Provide PACP coding integrated with the City's GIS.
6. Review the CCTV inspection and any other additional field work necessary to prioritize the pipes requiring rehabilitation.
7. Make a determination of the most cost effective method(s) to rehabilitate pipes.
8. Develop a prioritized rehabilitation project for integration with GIS along with preliminary cost estimates and a plan for multi-year construction phasing if necessary.
9. Complete an Environmental Information Document for the project to meet CWSRF requirements.

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Future Tasks (to be executed in future contracts or contract amendments)

Step II:

1. Additional CCTV work in targeted area if necessary.
2. Final design as appropriate for CIPP rehabilitations, spot repair, and any necessary open cut pipe replacement.
3. Provide prioritized schedules, final plans, specifications, phasing, and final cost estimates for the recommended project.

Step III:

1. Provide bid phase services for the City.
2. Provide construction engineering services for the coordination and oversight of pipe replacement and rehabilitation efforts.

SUBMISSION REQUIREMENTS

The SOQ should be a narrative proposal that best represents your firm's qualifications to provide assistance with the City's Gravity Pipe Assessment and Rehabilitation Project. SOQ's **must** include:

- Statement of understanding of the project
- A general description of the firms/consultant teams ability to provide the skills required for the project
- A list of individuals (including sub-consultants) that will be committed to this project along with their:
 - ✓ **title and professional qualifications**
 - ✓ **expected duties**
 - ✓ **technical capacity** to complete their duties
 - ✓ **experience** with projects involving the specific tasks listed above. *The proposals will be evaluated and awarded based on the personnel projected in the SOQ. Should the awarded consultant propose any substitutions to the project personnel, they must submit a letter to the City of Burlington request approval of such changes prior to utilization.*
- Examples of the firm's experience on relevant projects (note the specific proposed team members who worked on these projects)
- Examples of the firm's ability to meet schedules and project budgets, including projects of this scope, complexity and duration
- Contact information for references from relevant projects
- Any other information that you consider important

Do not submit a scope of work or cost proposal at this time. A detailed scope of work will be requested after the most qualified firm is selected. A detailed cost proposal (fee) will be requested after the most qualified firm is selected.

All Statements of Qualification will become the property of the City of Burlington upon submission. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. The City of Burlington retains the right to reject any and all SOQs received as a result of this solicitation, to waive any formality and any technicality, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as in the best interest of the project. This solicitation in no way obligates the City of Burlington to award a contract. No negotiation will take place until the selection of the most qualified firm has been completed.

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SUBMISSION SCHEDULE

Please submit one (1) digital PDF of the Statement of Qualifications with pages numbered consecutively via email to:

Andrew Legg, PE
Water Resources Engineer
alegg@burlingtonvt.gov

SOQ's must be received no later than **4:00 p.m. on March 11th, 2016**. Questions will be accepted up to **4 pm on February 19th**. Questions will be answered as quickly as possible and the answers posted via addendum online at the RFP site (<https://www.burlingtonvt.gov/RFP>).

SELECTION PROCESS

The Selection Committee will include three members of the Burlington DPW-Water Resources team. They will review and evaluate each statement of qualifications based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top ranked firms if it is deemed necessary in order to choose the highest qualified firm. Upon selection of the most qualified firm, a scope of work and cost proposal will be requested and negotiations will begin with the top-ranked firm. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated.

CRITERIA FOR SELECTION

The following criteria, as a minimum, will be used to evaluate and rank qualifications:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	5	5	25
Experience of Proposed Staff with Similar Projects	5	5	25
Availability and Depth of Technical Qualifications of Proposed Staff	4	5	20
Knowledge of the Project Area/Similar Project Area	3	5	15
Evidence of Ability to Meet Schedules & Budgets	2	5	10
Clarity/Quality of Proposal	1	5	5
TOTAL			100

ADDITIONAL INFORMATION

The City of Burlington reserves the right to accept or reject any or all Statements of Qualifications, with or without cause. All decisions related to this solicitation by the City will be final.

All SOQs become property of the City upon submission. The cost of preparing, submitting, and presenting a SOQ lies solely with the proposer.

All proposers should familiarize themselves with and be ready to execute a Vermont Department of Conservation Facilities Engineering Division Engineering Services Agreement. The City of Burlington

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reserves the right to alter or amend any or all provisions in the project contract.

The City reserves the right to request proposals for additional phases for this project (Step II and Step III) from the same consultant OR to issue new RFQs/RFPs and award that future phase work to a different consultant/consultant team as benefits the City.

Equal Opportunity

The selection of consultants shall be made without regard to race, color, sex, sexual orientation, gender expression, age, religion, national origin or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

Appeal Process

If the award of the contract aggrieves any firms, they may appeal in writing to the President of the City of Burlington City Council, at City Hall, 149 Church Street, Burlington, Vermont, 05404. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the City is final.