

City of Burlington
Department of Public Works
Water Resources Division
235 Penny Lane
Burlington, VT 05401



Chapin Spencer
Public Works Director

Megan J. Moir
Asst. Director of Water Resources

REQUEST FOR QUALIFICATIONS IN ENGINEERING SERVICES FOR CITY OF BURLINGTON OUTFALL IMPROVEMENT PROJECTS

Date of Issuance: Friday February 12, 2021

Issued by: City of Burlington Department of Public Works
Water Resources Division

Due Date for Questions: Friday, February 26, 2021

Due Date for Statement of Qualifications: Friday March 5, 2021 4:00 PM

Project Contact: Kate Komorowski, Water Resources Engineer
kkomorowski@burlingtonvt.gov
(802) 233-0022

Request for Qualifications

Engineering Services for the City of Burlington Outfall Improvement Projects

I. Overview

The City of Burlington (“City”) Department of Public Works Water Resources Division issues this Request for Qualifications, seeking qualified engineering firms to assist with condition assessment and engineering tasks associated with the City of Burlington Outfall Improvement Projects (“Projects”).

Interested firms should submit Statements of Qualifications (“SOQ”) 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 condition and safety assessment of existing structures (including geotechnical assessments related to overall slope stability), hydrologic/hydraulic modeling, planning, preliminary engineering, design and construction-related services.

The proposed Projects may be undertaken using loan financing from the Vermont Clean Water State Revolving Fund (“CWSRF”) and all work shall be performed in accordance with the requirements of the CWSRF program and the regulations issued by such agencies and the State of Vermont. The project will utilize EJCDC documents.

II. Background

On November 6, 2018, the City passed a Bond Vote for the Clean Water Resiliency Plan. The plan includes approximately \$10 million of investments for stormwater infrastructure improvements.

The improvements include planning, final design and construction of a diverse array of new green infrastructure, repair of existing failing stormwater outfalls and rehabilitation of stormwater pipes. Proposed projects are itemized in the Board of Finance Memorandum dated September 5, 2018 located here:

<http://www.burlingtonvt.gov/sites/default/files/bof%20memo.pdf>

Over the last several years, under the Clean Water Resiliency Plan, the City has developed an asset management program for the strategic repair of damaged or eroding stormwater outfalls. As part of the previous Stormwater Outfall Assessment Project, 22 damaged or eroding City outfalls were reviewed, rated for risk and consequence of failure and placed on a priority list. Improvements for the top three critical outfalls were evaluated and progressed. The City of Burlington Outfall Improvement Projects described herein will be phased. Please note that work on Priority Group 1 is currently underway, and therefore not subject to this request.

- Phase 1 – Priority Group 2 will include development of a PER, design and construction for the second group of priority outfalls identified in the previously developed priority list.

- Phase 2 – Priority Group 3 will include the assessment of all 260+ stormwater outfalls within the City, developing a risk-based prioritization list from the findings and identifying a third group of critical outfalls needing immediate or midterm repair from the list. Phase 2 also includes the development of a PER, design and construction for the identified and agreed to Priority Group 3.

The Phase 1 - Priority Group 2 critical outfalls will likely include, but are not be limited to, the following six (6) outfalls: WR7, WR11, IV7, LC14, LC48 and WR28. Below are the conceptual design narratives developed in the Stormwater Outfall Assessment Project.

Conceptual Design	
Outfall	Design Narrative
WR 7 Riverside Avenue	The system outfalls near the top of a steep slope as a result there is a severely eroded gully to the outlet at the Winooski River. This erosion has resulted in instability of the embankment which could endanger the structure at the top of the slope. The repair will consist of adding closed drainage to relocate the outfall further down the slope to an area that is not as steep. This will result in reduced velocities in the channel and reduce the likelihood of additional failures. The existing gully will be cleared of existing debris and filled. Due to the steep slopes and adjacent Hazardous Sites infiltration is not feasible. It may be possible to combine this closed drainage system with the closed drainage system along Intervale Road to eliminate this discharge point. Additional drainage analysis would be required to determine how much additional runoff would enter the Intervale Road system and determine if the system has the capacity to receive the additional runoff. Geotechnical repair for this area could consist of slope reconstruction with either rip-rap or granular borrow. The existing geotechnical evaluation completed for this outfall area can be obtained upon request. Additional geotechnical exploration and engineering analysis will be required.
WR 11 Riverside Avenue	The outfall Pipe is located at the bottom of the steep slope. The outfall area is severely eroded and compromising the stability of a downstream pedestrian bridge. The proposed solution for this area involves regrading and stabilizing the outfall area and channel to the Winooski River. Although the existing CMP does has not failed it is nearing the end of its useful life. The pipe should also be replaced. There is an outfall from the parking lot that is out letting above WR11.0 and causing an eroded channel above the pipe. This area should also be stabilized.
IV 7 North Avenue	The outlet area is stable in the area where stone fill was originally placed. Downstream of the existing stone the channel is heavily incised and compromising the toe of the steep embankment with residences at the top. A possible solution is to realign the outfall channel away from the toe and stabilize. Stabilization measures will be determined based on velocities in preliminary design. For conceptual it is assumed stone fill will be required.

	Since the outfall is in the area of steep embankments infiltration practices would not be recommended. Geotechnical repair for this area could consist of a stone buttress at the toe of slope. Additional geotechnical exploration and engineering analysis will be required.
LC14& LC48 Burlington High School	The concrete energy dissipator has failed. The outlets upstream have caused significant erosion around the structure and partially exposed the 12" RCP. The proposed fix is to remove the concrete structure and part of the 12" RCP then regrade and stabilize the channel. The systems contributing to this outfall are on the border of Type A and Type D soils based on the NRCS data. There may be an opportunity to infiltrate to reduce flows but further soil investigation will be necessary.
WR28 Moore Drive	WR28.0 outlets near the top of a steep slope. This has resulted in severe erosion that has left about 10' of the pipe exposed and threatens the lawn areas at the top of the slope. The proposed solution is to install a drainage manhole with a large drop to allow for the pipe to outlet lower on the slope to a flatter area. Given that the soils in the area are HSG A there could be potential for an infiltration area under Moore Drive. This could be an infiltration trench between the existing closed drainage inlets and the drainage manhole that would allow for 90' of trench length. Given the small drainage area to this outlet, an infiltration area could result in significant flow reduction to the outlet.

Qualified firms shall demonstrate knowledge and experience in, but not limited to, the technical topics below and as described herein.

- Asset management / risk-based prioritization
- Engineering & Design
 - Outfall assessment and repair
 - Drainage system design and improvements
 - Hydrologic/Hydraulic modeling
 - Geotechnical engineering focused on slope/soil stability, erosion issues, stormwater runoff and groundwater migration
 - Slope repair and stabilization
 - Channel design and stabilization
 - Bioengineering of slopes and channels
 - Green Stormwater Infrastructure (“GSI”) design including but not limited to infiltration systems
 - Experience with Vermont Department of Environmental Conservation (DEC) Water Investment Division (WID) requirements for design and construction.
 - Experience with Clean Water State Revolving Fund (CWSRF) Projects
 - Other typical stormwater components or subject matters that could become critical for Burlington. Firms can show qualifications for this broad item by demonstrating experience working on other stormwater outfall improvements.

III. Project Tasks and Schedule

The Project shall adhere to all local, State and funding agency regulations and requirements. An Engineering Service Agreements (“ESA”) will be developed for each step of the CWSRF program. Tasks for the Project include but are not limited to the following:

- Step 1 – Planning and Preliminary Engineering
 - Project kickoff meetings
 - Assist City in obtaining a CWSRF Step I Planning Loans.
 - Review and provide recommendations for updates (if applicable) to existing outfall condition assessment tool.
 - Conduct site visits to the priority outfalls, review and provide updated risk of failure and consequence condition assessment. Evaluate and document existing conditions. Gather any additional field data needed for preliminary engineering.
 - Conduct site visits to all City outfalls (260+) and provide complete updated condition assessment reports for each (assess risk of failure and consequence of failure) Collect and provide data which can be integrated into the City’s asset management software VUEWORKS. (Phase 2)
 - Provide a risk-based prioritization list of all City outfalls utilizing condition assessment data gathered (Phase 2)
 - Identify the third group of priority outfalls based on the condition assessments and resultant risk-based prioritization list. (Phase 2)
 - Advise the City of any need to obtain, furnish, or otherwise make available additional project-related data and information, including but not limited to geotechnical evaluation needs, wetland delineation, etc. Provide services or hire subconsultants to conduct required evaluations (as applicable).
 - Assist with the state wetland permitting program, if applicable.
 - Develop Preliminary Engineering Reports (“PER”)
 - Phase 1 Priority Group 2
 - Develop a PER for the six (6) outfalls identified Priority Group 2
 - Review any applicable outfall improvement alternatives presented in the “City Stormwater Outfall Assessment Report”.
 - Phase 2 Priority Group 3
 - Develop a PER for the third group of priority outfalls identified and agreed to from risk-based prioritization list
 - Prepare and transmit submittals for 30%, 60% and 90% draft PER to all associated parties. Attend and participate in associated, corresponding planning meetings.
 - Respond to City and State 90% review comments and make changes as requested. Attend and participate in associated, corresponding meetings.
 - Prepare and submit Final PERs.
 - Prepare an Environmental Information Document (“EID”) to demonstrate - Projects are eligible for either Categorical Exclusion or Finding of No Significant Impact (“FONSI”) in accordance with the National Environmental Policy Act.

Including warned public meeting at 60% PER completion stage to discuss the evaluate alternatives.

- Assist with public notifications and hearings.
- Assist with bonding process.

- Step 2 – Final Design Phase
 - Assist City in obtaining a CWSRF Step II Final Design Loans.
 - Prepare final design plans, specifications and contract documents.
 - Attend and participate in 30%, 60% and 90% complete CWSRF design meetings. Revise and address comments.
 - Coordinate with permit specialist. Submit 90% plans for any necessary local, state or federal permits before finalization of deliverables. Ensure permit compliance.
 - Submit the following deliverables to the City:
 - Meeting agendas, submittals, minutes & draft construction documents
 - Final Design Plans
 - 30% Preliminary Alignments, Layouts, Hydraulic Profiles, Standard Notes
 - 60% Profiles, Elevations, Completed Alignments, Layouts, and Hydraulic Profiles, Standard Details
 - 90% Final Profiles, Elevations, Alignments, Layouts, and all Details.
 - Final stamped and signed by a Vermont Registered Professional Engineer
 - Preparation of Temporary and Permanent Easement Drawings and Document
 - Technical Specifications
 - 30% Table of Contents
 - 60% Standard Technical Specifications
 - 90% Specialty Technical Specifications
 - Final stamped and signed by a Vermont Registered Professional Engineer
 - Contract Documents
 - 90% Draft EJCDC Front End Documents
 - Final, documents ready to bid, complete with dates for meetings and bids coordinated and accepted by the WID Construction Engineer.
 - Project Cost Summary
 - Obtain Disadvantaged Business Enterprise (“DBE”) list for Notification 30-days prior to Bid Advertisement Date.
 - Preparation of Construction Phase Schedule

- Step 3 – Construction
 - Assist City in obtaining a CWSRF Step III Construction Loans.
 - Comply with CWSRF program requirements, including EPA mandates, such as American Iron and Steel, Davis Bacon and Related Acts, and Disadvantaged

- Business Enterprise rules.
- Bid services, including but not limited to:
 - Assistance with DBE notification,
 - Official bid advertisement,
 - Prebid meeting,
 - Addendum preparation,
 - Title easement certification,
 - Attend bid opening,
 - Certified bid tabulation, and
 - Review bids and provide recommendation of award
 - Contract award.
- Construction Administration Services, including but not limited to:
 - Preconstruction meeting.
 - Development of a project schedule.
 - Monthly progress meetings and preparation of meeting minutes.
 - Review and respond to requests for information.
 - Review and approval of submittals.
 - Review and submit partial pay estimates and certified payrolls.
 - Review and approval of project field orders.
 - Draft change orders and small purchases for City and funding approval eligibility and determination.
 - Submit payment requests.
 - Complete Annual DBE Report (due Sept. 30) and Final DBE Reports (due within 30 days of Final Completion)
 - Assist with annual Single Audit Requirement
- Construction Oversight Services
- Substantial completion walkthrough
- Development of project punch list. Review and oversight of punch list corrections.
- Develop substantial completion certificate
- Final completion walkthrough
- Project close-out assistance.
- Prepare O&M and record drawings.
- Provide 11 Month Warranty Inspection
- Submit 1 Year Performance Letter

The City has developed a draft schedule and is requesting that firms demonstrate an understanding for the following schedule as part of the SOQ submittal:

Date	Milestone
4:00 PM March 5, 2021	Statement of Qualification Submittals Due
March 2021	Statement of Qualifications Review Completed by City
April 2021	Draft Step 1 Phase 1 and 2 Planning Agreements, Loan Application, DEC Coordination

September 2021	Step 1 Phase 1 - Final PER Complete
October 2021	Draft Step 2 Phase 1 Final Design Agreement, Loan Application, DEC Coordination
February 2022	Step 2 Phase 1 Final Design Complete
March 2022	Draft Step 3 Phase 1 Construction Agreement, Loan Application, DEC Coordination
April 2022	Step 3 Phase 1 Commence Bidding
May 2022	Step 3 Phase 1 Commence Construction
May 2022	Step 1 Phase 2 Condition Assessment of All Outfalls, Prioritization List and Recommendations for Priority Group 3 Complete.
August 2022	Step 1 Phase 2 - Final PER Complete
September 2021	Draft Step 2 Phase 2 Final Design Agreement, Loan Application, DEC Coordination
October 2022	Step 3 Phase 1 Construction Complete
February 2023	Step 2 Phase 2 Final Design Complete
March 2023	Draft Step 3 Phase 1 Construction Agreement, Loan Application, DEC Coordination
April 2023	Step 3 Phase 1 Commence Bidding
May 2023	Step 3 Phase 1 Commence Construction
October 2022	Step 3 Phase 1 Construction Complete

IV. Procurement Process

Procurement of said services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104.

All interested firms must take note that the proposed project(s) 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.

V. Submission Requirements

SOQ Format. Qualified firms/candidates interested in being considered for this project should submit a narrative proposal SOQ that best reflects their ability to provide the requested services. All SOQ submittals shall be clear, concise, and allow the City to efficiently evaluate the qualifications of the submitting firm. All SOQ submissions must be submitted electronically in a single PDF. The SOQ PDF shall include page numbers and the following components:

- A letter of interest with a summary of the applicant’s understanding of the proposed work and general approach. Include the point of contact, business name, address, and telephone number of the submitting firm with a subject line: “Statement of Qualifications - Outfall Improvement Projects”. The letter shall be signed by an authorized representative for the submitting firm.
- A detailed statement of qualifications of the participating firm detailing the firms’

technical expertise, management and staffing capabilities. Include a description of the firm's ability to provide the skills required for the work. Include a list of individuals (including sub-consultants) who would be assigned to provide services, along with their titles, professional qualifications, expected duties, technical capacity to complete their duties, and a description of the experience of the staff persons with projects involving the specific technical tasks described herein. 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 requesting approval of such changes prior to utilization.

- Contact information for three or more professional references from relevant projects (please include contact name, address, phone number, project description, and project cost).
- A list of related prior experience in similar projects, including the client, project scope, complexity, similarities to the scope of the Outfall Improvement Projects described herein. Note any proposed team members who worked on these projects. Include the project duration and costs.
- Any other information the firm finds 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.

Deadline for Receipt of Qualifications. SOQ's must be received at the address and by the point of contact no later than 4 PM Friday March 5, 2021. The email time stamp shall be the official time of receipt. Late replies will not be accepted under any circumstances. SOQ's must be submitted by e-mail in a single PDF file as described above to:

Kate Komorowski
Water Resources Engineer
Burlington Department of Public Works
kkomorowski@burlingtonvt.gov

The subject line of the e-mail of the e-mail should state: "Statement of Qualifications - City of Burlington Outfall Improvement Projects." It is the responsibility of the participating firm to ensure that the point of contact has received a completed SOQ by the required deadline.

Questions. Questions and requests for clarification relating to this RFQ may be made to the above-described contact person. Only e-mail communication will be accepted. All questions and requests for clarification must be received by 4:00 PM Friday February 26, 2021. Questions will be posted via addendum online at the City's RFP site (<http://burlingtonvt.gov/RFP/>). It is the responsibility of participating firms to review the RFP website to ascertain whether any amendments have been made prior to submission of a SOQ. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFQ.

VI. Selection Process

The City Selection Committee (“SC”) will include a minimum of three members of the City Department of Public Works Water Resources Team. The SC will evaluate the SOQs, performance data and other material submitted by interested consultants based on the Criteria for Selection below. The SC will then select a minimum of three firms which, in the City’s opinion, are best qualified to perform the desired services. If necessary, interviews with each firm selected will be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The City will rank, in order of preference, these professional engineering firms deemed to be most highly qualified to provide the services required, and will commence scope of services and price negotiations with the highest qualified consultants. 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. Consultants are deemed qualified to perform work through the duration of the Outfall Improvements projects.

VII. 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 Scope of Work	4	5	20
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 Schedule and Budgets	3	5	15
Clarity and Quality of Proposal	1	5	5
		TOTAL	100

VIII. Terms and Conditions

Contract Requirements. The selected firm shall be prepared to enter into an agreement with the City in the manner proposed, and under the terms provided by the City. The City expects that per CWSRF guidelines, the form of the agreement will be based on the Engineers Joint Contract Documents Committee (“EJCDC”) standard documents. Supplementary conditions will be included to modify the EJCDC documents to comply with CWSRF and City requirements.

All proposers should familiarize themselves with and be ready to execute a Vermont Department of Conservation Water Investment Division approved Engineering Services Agreement. The City reserves the right to alter or amend any or all provisions in the project contract.

Costs Associated with Proposal. Any costs or expenses incurred by a participating or non-participating firm in preparing, submitting, or presenting a SOQ are the sole responsibility of that firm. The City will not reimburse any person for any costs incurred as a result of the preparation of SOQ's in response to this RFQ.

Intent and Purpose. It is the intent of this Request for Qualifications to obtain services from qualified entities and not to prohibit or discourage prospective firms from submitting a SOQ. However, all participating firms are advised that any substantial deviations from the specifications of this Request for Qualifications may not be accepted. Further, this Request for Qualifications in no way obligates the City to award a contract. No negotiation will take place until the selection of the most qualified firm has been completed.

Compliance with Law. Participating firms are required to submit SOQ's and perform services in accordance with applicable local, state, and federal laws and regulations. Participating firms are further advised that compliance with the City of Burlington's Livable Wage Ordinance, Union Deterrence Ordinance, and Outsourcing Ordinance is required in order to qualify to perform the services described in this Request for Qualifications.

City Reservations. The City reserves the right to reject any and all SOQs received as a result of this solicitation, to waive any irregularities in any submittal, to waive any formality or technicality, to negotiate with any qualified source, to cancel in part or in its entirety this RFQ, or to issue additional Requests for Qualifications. The City also reserves the right to modify, amend, alter, revise, or terminate the Request for Qualifications or the criteria for selection of qualified firms without notice. The City further reserves the right to request clarification of information submitted and to request additional information from any participating firm. All decisions made by the City related to this Request for Qualifications will be final.

Future Work. The City reserves the right to request proposals for additional phases of work from the same consultant, to issue new RFQs/RFPs and award that future phase of work to a different consultant/consultant team as benefits the City, or to extend the contract which results from this RFQ.

Public Records. All SOQ's will become the property of the City upon submission and will become public documents subject to public disclosure under the Vermont Access to Public Records Act. Due regard will be given for the protection of proprietary information contained in all SOQ's received. However, it is not sufficient for participating firms to merely state generally that a SOQ is proprietary in nature and not subject to the release to third parties. Those particular pages or sections of the SOQ that are asserted as proprietary and of a trade secret nature must be specifically identified and must be separated from other sections or pages of the SOQ. The City will consider said information in responding to a public records request but does not guarantee that information will not ultimately be subject to public disclosure.

City Livable Wage Ordinance. As a condition of entering into an agreement with the City, after the conclusion of the Request for Qualifications process, the selected firm will be required to comply with the City's Livable Wage Ordinance, which can be found at B.C.O. § 21-80 et seq.

City Union Deterrence Ordinance. As a condition of entering into an agreement with the City, after the conclusion of the Request for Qualifications process, the selected firm will be required to comply with the City's Union Deterrence Ordinance, which can be found at B.C.O. § 21-100 et seq.

City Outsourcing Ordinance. As a condition of entering into an agreement with the City, after the conclusion of the Request for Qualifications process, the selected firm will be required to comply with the City's Outsourcing Ordinance, which can be found at B.C.O. § 21-90.

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 is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

IX. Appeal Process

Any person aggrieved by the City's awarding of a contract under this Request for Qualifications, that person may appeal the decision of the City in writing to the President of the 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.

X. Attachments:

- City Stormwater Outfall Assessment Report