



TOWN OF WAITSFIELD

Planning Commission & Water Commission

REQUEST FOR QUALIFICATIONS

Wastewater and Water Feasibility Study

Overview

This feasibility study is supported by the Clean Water State Revolving Loan Fund (CWSRLF) program of the Vermont Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC). The purpose of this study is to examine in detail the options available for centralized wastewater treatment in Waitsfield Village (Village Residential, Business Districts), Irasville Village and lands to the north of the Village as far as the Town Gravel pit, and Irasville and lands to the south of Irasville to the town owned Munn property. The study would also review water system extension opportunities and decentralized wastewater systems appropriate to clustered development.

The Town of Waitsfield 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 may 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 for any subsequent Town of Waitsfield Wastewater or Water Project.

Background

The Town of Waitsfield, population 1,844, is located in Washington County, Vermont, on the Mad River.

In alignment with the Town Plan, Waitsfield desires to find infrastructure solutions to address affordable housing needs, to attract people to move to and reside in Waitsfield, to invest in residential development, to encourage compact development and to provide opportunities for businesses in the Village areas that encourage investors and entrepreneurs. In addition, the Town desires to address the protection of defined wetlands and critical habitats to ensure a healthy watershed with clean water, and to address the growing climate crisis.

The primary focus of this study is Waitsfield Village (Village Residential, Business Districts), Irasville Village and lands to the north of the Village as far as the Town Gravel pit, and Irasville and lands to the south of Irasville to the town owned Munn property. Waitsfield has a Designated Village Center and a Community Water System, connected in 2012, providing potable water to approximately 50% of the potential connections in an area roughly contiguous with the Designated Village Center and Village Residential Districts. In 2014, the town introduced a Wastewater Loan program which has resulted in five wastewater system upgrades. All wastewater treatment is undertaken with in-ground systems. There is no municipal wastewater management.

Project Goals

The 2017 Waitsfield Town Plan identifies the lack of wastewater provision as a barrier to residential development in Irasville and the Waitsfield Village. The economic feasibility of appropriately sized residential and commercial development would be improved with improved wastewater systems and additional water connections.

Study Goals

- Review and gain an understanding of existing conditions, including prior Waitsfield feasibility studies - including the 2004 Phelps Engineering study of a centralized collection and dispersal system and the 2011 Assessment of Decentralized Wastewater Options by Stone Environmental and related data.
- Research existing and available septic system data and quantify the functionality of the existing systems, including, but not limited to the average age of existing systems and lifecycles.
- Review the suitability of land for onsite wastewater systems in respect to soils and any other constraints in the subject area.
- Review and update the option of a centralized system to serve the designated area for both Irasville District and Irasville/Village District combined, including a revised estimate of the costs of such a system. Review added costs to change previous engineered design for a central wastewater pipe, due to the location of the main water line.
- Consider the suitability and feasibility of replicating Waitsfield's previous Community Wastewater Loan Fund Program to increase wastewater treatment capacity, water connections to support housing and commercial development in the study area.
- Review the option of using various decentralized systems including cluster systems where appropriate.
- Review the suitability of water main pipe extensions and service connections contiguous to potential future wastewater services.
- Consider the option of the town or others funding the connection of some property

owners joining the municipal water system to enable the use of land cleared for on-site wastewater systems as well as lowering the existing water utility cost.

- Address the potential use of pre-treatment of existing and new systems to increase the capacity of and reduce the size of onsite septic systems.
- Address the protection of defined wetlands and critical habitats to ensure a healthy watershed with clean water, and to address the growing climate crisis. Potentially exchange areas reserved for septic with more attractive and diverse environs and habitats. (Consider the most current wetlands study by Arrowwood Environmental).
- Determine attainable development in the study area.

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 Tuesday December 7, 2021** to pza@gmavt.net. SOQs or amendments received after this deadline will not be considered. The subject line in the email must read: **Waitsfield wastewater and water feasibility study SOQ.**

Submission must be received by **email** no later than **12 noon Tuesday December 7,**

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 Waitsfield, 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 Waitsfield 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 Commission and Water Commission, the Town Administrator 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 December 13, 2021. The Town anticipates making the award no later than December 17, 2021.

Proof of insurance will be required before contracting with the selected consultants. Town of Waitsfield 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 Waitsfield 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 Waitsfield 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 J.B. Weir, Planning & Zoning Administrator. Questions may be emailed to J.B. Weir, Planning & Zoning Administrator. pza@gmavt.net. Responses to consultant questions posed concerning this RFQ will be posted on the Town of Waitsfield website at the following link: <http://waitsfieldvt.us/planning-commission/>