

Edward Farrar Utility District  
VT ROUTE 100 WATER MAIN EXTENSION PROJECT  
REQUEST FOR QUALIFICATIONS, SCOPE OF WORK AND COST PROPOSAL  
FOR ENGINEERING SERVICES

18 March 2025

The Edward Farrar Utility District (EFUD) is requesting proposals involving Statements of Qualifications, proposed scope of work and cost proposal for completion of the design phase for the VT Route 100 Water Main Extension Project that involves new water mains along VT Route 100 and cross country from VT Route 100 to Guptil Road (TH #1).

**Project Background and Past Engineering Work**

Initially, the proposed project was to extend the municipal potable water distribution system along Vermont Route 100, beginning at the Howard Avenue & VT Route 100 intersection and extending southerly and terminating at the south side of the Waterbury Veterinary Hospital driveway located #2597 Waterbury-Stowe Road (VT Route 100) approximately 250 feet southerly of East Wind Drive (TH# 40). However, due to complications related to construction of the water main extension through a large ledge outcropping located on the east side of Route 100 southerly of Howard Avenue, plus engineering and directional boring costs that were judged to be too costly, an alternate cross-country route was initially explored, and ultimately selected for further consideration and design.

The proposed cross-country route begins at the intersection of McNeil Road (TH# 16) and Route 100 and extends easterly along McNeil Road with a short cross-country segment connecting to the north loop section of East Wind Drive, then traversing northerly cross-country to Apple Hill Road, with a connection into the existing 12" DI water main at the easterly side of Guptil Road (TH#1).

Preliminary hydraulic assessment indicates that to support adequate fire flow along Route 100, the cross-country water main is proposed to be 12" ductile iron (DI). Based on survey performed to date, the 12" DI water main will be approximately 3,450 LF, with an approximately 150 LF spur of 8" DI to supply the existing East Wind Mobile Home Park's well house and an approximately 350 LF spur of 1 1/2" copper water service piping to service four residential houses located at the east end of East Wind Drive. The revised limits of the Route 100 water main segment extend from the south side of the Waterbury Veterinary Hospital (#2597 Waterbury-Stowe Road) driveway located approximately 250 feet southerly of East Wind Drive (TH# 40) northerly approximately 2,400 LF to the north side of Ivy Ventures' property boundary located at #2931 and #2933 Waterbury – Stowe Road.

This project will extend the existing EFUD water distribution system to address/correct existing water systems' capacity and quality problems. Conceptual design plans (30% plus) have been developed by Stantec Consulting Engineers, a 30% preliminary design report has been submitted and State comments received. Please note that the 30% PER was completed prior to the cross country route being chosen.

Additionally topographic survey, below grade utility location, geotechnical soil borings and wetlands delineation have all been completed.

The conceptual plans showing the cross country route do not show property lines/pins or private road ROW's. Additional survey work will be needed to add these features to enable EFUD in obtaining easements across private properties and private roads. In addition, the cross country route from approximately 5+00 to 7+00 will be relocated north of the C.A.R.S. building. Additional topographic survey work may be needed here.

The project is being funded through two grants:

- Community Recovery and Revitalization Program administered through the State of Vermont Agency of Commerce and Community Development for \$592,600.
- EPA Stag Grant for \$2,240,000. Agreement not yet executed.

At present EFUD is not applying for State of Vermont ANR SRF funding. However, the EPA grant requires EFUD to adhere to SRF funding program requirements.

### **Engineering Work to be Completed.**

The proposed scope of work and cost proposal will reflect the following work to be completed:

- Continuance and completion of the Preliminary and Final Design phases thru the Bidding task.

### **Preliminary and Final Design Phases**

1. **Prepare 60% and 90% PER's as part of Federal/State reviews.**
  - A. EFUD has submitted the 30% PER and received State comments. Included in the PER's workup responses to State comments on 30% PER. State comments are attached to the document.
  - B. As part of PER work perform hydraulic analysis to show that this project and other future expansions can be adequately served by the existing EFUD water system. Dufresne Group (DG) holds the hydraulic model and provides hydraulic analysis for EFUD. All consultants proposing on this project shall utilize Dufresne Group for the hydraulic analysis work. Contact Naomi Johnson, Director Dufresne Group at [njohnson@dufresnegroup.com](mailto:njohnson@dufresnegroup.com). DG will prepare a technical memo summarizing this work.
  - C. Develop alternative analysis discussing other alternatives considered and why the proposed project was chosen
  - D. Prepare responses with EFUD to Federal/State comments
2. **Easements:** Assist EFUD as needed in acquiring easements along the cross country route. EFUD is directing that all consultants responding shall utilize Vermont Survey and Engineering, Inc. (VSE). Contact Andrew McQueeney at [amcqueeney@vermontsurvey.com](mailto:amcqueeney@vermontsurvey.com). To date VSE has performed topographic survey for the cross country route. VSE will create base mapping along the proposed project alignment that shows approximate existing right of way lines, easement lines, property lines, current property owner names and private road ROW's (if they exist). VSE will conduct land record review as needed including title abstracts. EFUD will negotiate necessary easement and utilize EFUD attorneys for preparation of easement documents.
3. **Permitting**
  - A. Act 250
  - B. Historic Preservation Review

- C. Archeological Phase 1 and II (possibly), CATEX, EA or EIS TBD  
*Please note that EFUD will be contracting with a separate consultant to conduct an Archeological Resource Assessment (ARA). The ARA Report will only cover the McNeil Road and cross country route. An archeological and historical preservation review of VT Route 100 from Waterbury to Stowe was conducted as part of the VTRANS Waterbury-Stowe STP 2945(1) project. No archeological or historic preservation issues were found on the portion of VT Route 100 in the area of the VT Route 100 Water Main Extension project.*
  - D. VT DEC, Drinking Water and Groundwater Protection Division (DWGWP) Construction Permit
  - E. VT ANR DEC WW/Potable Water
  - F. VTRANS State Highway and Access (Form 1111)
  - G. Construction General Permit (CGP) #3-9020
  - H. Vermont Individual Wetland Permit
  - I. Army Corps of Engineers Wetlands Permit
  - J. Urban Soils Management Plan
4. **Funding Assistance:** EFUD shall be responsible for acquiring funding for the project. The consultant work will be limited to furnishing documents as needed to complete funding applications and responding to technical questions from funding agencies.
5. **Development of Contract Documents:** Development of contract documents will commence after the final PER has been approved by EFUD and VT DEC DWGWP Division. The contract documents will include project plans, project specifications (front end documents (actual format dependent on funding entities), technical specifications and Comprehensive Development Soils Plan). Project plans (currently at 30% (plus) conceptual level) shall be created in OpenRoads. The selected consultant shall be furnished a computer file of the 30% drawings. A proposed listing of contract plans shall be provided in the proposal.
6. **Construction cost estimates and project schedule:** The engineer's estimate of probable construction cost shall be documented at the 90% final design phase and at the 100% completion of final design phase. Contingencies shall be recommended and justified for each estimate as warranted. Project schedule will be prepared showing all major project milestones at the 100% completion of final design phase. Permitting and funding efforts shall be highlighted within the schedule per discussions with EFUD.
7. **Bid Phase work.** Consultant shall:
- A. Utilizing the EJDC Front End Bid Advertise complete the Bid Advertisement form.. Advertisement shall indicate that the bid shall only include construction of the cross country portion of the project from Guptil Road to the intersection of McNeil Road and VT Route 100. The advertisement shall clearly describe which plans and specifications, within the Contract Documents, pertain to the construction of only the cross country route.
  - B. Attend Pre-bid meeting and contribute as needed
  - C. Provide electronic bid documents to potential bidders
  - D. Review and respond to bidder questions
  - E. Prepare and issue Addenda (assume up to 3 addenda)
  - F. Attend bid opening
  - G. Tabulate and evaluate Bids and Bidders Perform reference checks and prepare recommendation to award to the lowest responsible/responsive bidder. This work shall include preparing the Award Concurrence Package and DBE Solicitation Package (if VT DEC SRF funding is included).

## **8. Meetings**

It is expected that the Consultant shall schedule meetings as needed throughout the Final Design Phase. The proposal shall indicate assumptions on number/subject/deliverables for these meetings. EFUD does not want to utilize remote ZOOM style meetings.

## **Submission Requirements**

Please furnish five (5) copies of the Proposal containing the elements of the Statement of Qualifications/Scope of Work and cost with pages numbered consecutively.

The proposal should incorporate the three elements -qualifications, scope of work and cost -- in one document. The structure of the proposal presentation is left to the applicant. It is important, however, that all elements be addressed in one proposal document.

Statement of Qualifications (SOQ) should be a narrative that best represents the firm's qualifications to complete preliminary design, final design, and permitting. It should include the proposed project team or teams, technical abilities, examples of previous projects, references with current contact names and phone numbers, and any other information that is considered important. SOQ's should also include provisions for qualifications of all proposed sub-consultants. An important component for EFUD is the identification of the key person who will be principally responsible for performing the work.

Scope of work narrative, for design should identify all tasks, fully explain what each task is to accomplish and the interrelationship of all tasks. A work schedule for the overall design phase effort should clearly show total work schedule, expected durations of each task, and where federal, state and EFUD reviews will occur.

Project costs for the design shall be presented in one table showing all tasks, consultant team members/ hours per task for each member/rate per member and total cost per each task. Expenses shall be presented for each task. Subconsultant costs shall be presented separately from consultant team members. Each table shall total all individual tasks into one phase cost including subconsultant costs and expenses.

The proposal will become the property of EFUD upon submission. The cost of preparing, submitting, and presenting is the sole expense of the firm. EFUD reserves the right to reject any and all of the proposals received as a result of this solicitation, to waive any formality and any technicalities, or to cancel this Request for Proposals in part or in its entirety if it is in the best interests of EFUD. This Request for Proposals does not obligate EFUD to award a contract.

**Interested consultants may request the following documents to assist in preparation of their proposal:**

- 1. Conceptual Plans VT 100 Water Main Extension Project dated August 16, 2023**
- 2. Geotechnical Report for proposed Cross Country Route dated December , 2023**
- 3. Waterbury Route 100 Watermain Project Environmental Resources Review dated January 8, 2018**
- 4. 30% Preliminary Engineering Report with State Comments**

## **Submission Schedule**

Proposals (titled VT Route 100 Water Main Extension Project) are to be submitted to:

Hand or Mail Delivery:

Edward Farrar Utility District  
Attn: William Woodruff  
Public Works Director  
Waterbury Municipal Office  
28 North Main Street  
Waterbury, VT 05676

Proposals must be received at the Waterbury Municipal Office no later than 4:00 ***p.m. on Friday April 25, 2025***. Proposals received after the deadline will not be accepted. Questions will be answered up to Wednesday, April 16, 2025, after which a compiled list of all questions asked and answers will be furnished to all interested consultants. Questions should be emailed to William Woodruff at [bwoodruff@waterburyvt.com](mailto:bwoodruff@waterburyvt.com). It is the goal of EFUD to review the Proposals, have the Selection Committee meet collectively, and select the most qualified firm with the most complete scope of services within two weeks of the submission deadline. ***Negotiations with the selected firm are anticipated to conclude no later than mid-May of 2025. An anticipated start date for the design project would be in Late-May of 2025 or a date mutually agreed upon by the firm and EFUD. EFUD is hoping for a quick a start as possible. Due to funding requirements construction must be completed by the end of 2026. EFUD hopes that bidding can occur no later than the end of 2025.*** Notification to all responding firms of the selection will follow immediately upon the decision of EFUD.

## **Selection Process**

The procurement process for selection of the consultant will involve a thorough review of the firm's qualifications, a review of the proposed scope of work and the cost proposal. EFUD is looking to select the highest qualified consultant with a complete scope of work to achieve the goals of the project. Please note that lowest cost may not be the final deciding factor.

## **Selection**

The Selection Committee includes the EFUD Public Works Director, EFUD Manager, EFUD Engineer and EFUD Water staff. They will review and evaluate each proposal, based on the criteria below and EFUD's purchasing policy guidelines. Firms will then be ranked accordingly. The Selection Committee may interview a firm or firms if it is deemed necessary in order to choose the highest qualified firm. Upon completion of any interviews, negotiations will begin with the top-ranked firm. If negotiations with the top-ranked firm cannot be concluded then 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 each firm:

Review Criteria	Weight	Maximum Points	Weighted Points
<b>QUALIFICATIONS</b>			
Understanding of the Project	2	5	10
Knowledge of the Project Area	2	5	10
Availability of Technical Disciplines	4	5	20
Qualifications / Experience of Proposed Staff	4	5	20
Ability to Meet Schedules & Budgets	2	5	10
Past Performance on Similar Projects	4	5	20
Knowledge of Federal and State Standards and Policies	2	5	10
<b>SCOPE OF WORK</b>			
Identify All Tasks	4	5	20
Completeness of Individual Tasks	4	5	20
Use of Sub-consultants	2	5	10
<b>COST</b>			
Design Fee	4	5	20
<b>TOTAL</b>			<b>170</b>

## **Contract Requirements**

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State Street, Montpelier, VT 05609-1104. The fee is \$20.00. The telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

The Consultant, prior to being awarded a contract, shall provide the following items to EFUD:

- 1) Evidence of Insurance
- 2) Signed W-9
- 3) EFUD Hold-harmless agreement if a sole proprietorship