

VILLAGE OF SWANTON
REQUEST FOR QUALIFICATIONS
FOR CONSULTANT SERVICES

Evaluation of Existing Water and Sewer Distribution Infrastructure for Capital Planning Project

To: Engineering Firms with Water and Sewer Systems Expertise

From: William Sheets, Swanton Village Manager

Date: February 6, 2024

RE: Creation of Capital Expenditure Plan for Water and Sewer Distribution Infrastructure.

OVERVIEW

The Village of Swanton hereby request Statements of Qualifications from consulting firms to evaluate the existing water and sewer service infrastructure for the purpose of capital budgeting for necessary resiliency improvements. This project is funded by an Agency of Commerce and Community Development (ACCD) Municipal Planning Grant. All aspects of the project must follow state and federal grant requirements, as well as the Village of Swanton's Grant Management Policy and Procurement Policy.

The Village of Swanton is a municipality in Northwestern Vermont with approximately 2,500 residents. The Village has 40 full-time employees and operates Police, Public Works, Electric, Water, and Sewer Departments and supports a volunteer Fire Department.

The Sewer Department has 1,500 customers and operates a wastewater treatment facility (WTF) and pump station that is 50 years old. The WTF and pump station are both scheduled for significant upgrades to equipment and automation systems in the summer of 2025. The Department maintains 13 miles of sewer lines that are also aging and in need of upgrades to improve resiliency and ensure efficient service to customers.

The Water Department has 1,500 customers and operates a water treatment facility and reservoir that has recently been upgraded to replace aging equipment and systems. The department also maintains approximately 20 miles of water lines that are aging and in need of upgrades to improve resiliency and ensure efficient service to current and future customers. The water line infrastructure is vulnerable to frequent breaks causing disruption to service. The Village recently participated in a valve exercising program to assess the inventory and identify deficiencies. The Village also participated in a leak detection project which identified several projects to address water loss.

In addition to the age and fragility of the water and sewer distribution lines, the needs of the Village have outgrown the capacity of some of the lines. Upgrades are necessary to allow for better service to existing customers and to allow for expansion to serve new customers.

A. Budget

This project is funded by an ACCD Municipal Planning Grant with a total project budget of \$15,500.

B. Project Timeline

This project must be completed within 12 months of the date of selection of consultant.

C. Scope of Work

Identify Existing Conditions- Assess and catalog the current conditions of the water and sewer lines and create a comprehensive list of existing deficiencies. This assessment phase will require communication with the Public Works Director, review of system plans, review of recently gathered information on valve failures and system leaks, and site visits to problem areas.

Prioritize System Needs- Create a ranking of system needs from the information gathered. This phase will require conversations with the Public Works Department as well as with the Water and Sewer Departments to ensure the planning visions for each department are factored into the goals identified in this study.

Estimate Improvement Expenses- Create an estimate of necessary repairs for each identified issue for Capital Budgeting and use in grant applications.

Final Report- All information created in this project shall be compiled into a report that can be easily understood by employees and the general public. 3 hard copies of the report shall be provided along with the electronic version. A final presentation of information to the staff and at a public meeting is also required.

D. Qualification

Firm-

- Provide a brief description of your firm's size, capabilities, people, and business approach.
- Provide evidence of financial strength and manpower required to complete the project.
- Provide a list of three customers and three trade references. Include addresses and telephone numbers.
- Describe the extent of your firm's experience involving comparable projects.

Team-

- Describe how you will structure your team and identify who the key members will be. Provide resumes and relevant experience of each.
- Provide evidence of estimating accuracy. Provide an example estimate on a similar past project.

- Provide evidence of your capacity to dedicate staff to completing this project on schedule.
- Provide a copy of your insurance coverage.

E. Services-

- Describe your approach to this project.
- Explain the staff involved in each phase of the project.
- Estimate the hours dedicated to each phase of the project.
- Explain your method for gaining information on the existing infrastructure.
- Share your past experience with similar projects.
- What do you expect for challenges with this project and how will you manage those difficulties?

F. Evaluation and selection process-

A proposed schedule of the selection process is below but subject to change:

- Proposals are due February 23 @ 4:00pm
- Proposals will be reviewed by the Committee by March 8th
- Interviews will be held by the week of March 11th
- Selections will be made by March 18th
- Contract will be finalized by April 1st

The Village of Swanton reserves the right to accept, reject, or seek modifications to any response.

PROPOSAL DUE

Responses to this RFP are due by 4:00 p.m., Friday, February 23, 2024.

Late responses will NOT be considered.

Responses shall be provided in PDF documents and submitted via email to Heidi Britch-Valenta at hbvalenta@swanton.net.

Questions- contact hbvalenta@swanton.net or 802-582-0253.

Minority and women owned businesses are encouraged to submit a proposal.