



**TOWN OF RICHMOND**  
**RICHMOND TOWN CENTER**  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477



**Town of Richmond – Qualification Based Contract for West Main Street  
Utility Extension using a Design/Build model**

The Town of Richmond is seeking interested firms or companies to design and construct water and wastewater utilities from Richmond village into the Gateway area, west from the village to the interstate highway.

Please submit the following information to Geoffrey Urbanik, Richmond Town Manager no later than Thursday, December 21, 2017. The below information and any supporting documentation may be submitted by mail, P.O. Box 285, Richmond, VT 05477, or in person at 203 Bridge Street, Richmond.

**1. INTRODUCTION**

**1.1 GENERAL**

The Town of Richmond (the "Town") is soliciting proposals from interested parties to design and build a water and wastewater extension from the western end of current service down Route 2 west approximately two miles from the edge of the village.

This Qualification Based solicitation invites Respondents to submit responsive materials describing their technical, construction and management qualifications for the project, as well as an estimate for completion of the project. The issuance of this solicitation and the selection of the most qualified firm is the first step in the design/build process that will eventually lead to the execution of a contract with the most qualified firm. The anticipated phases and scope of the project are:

Concept Phase - 10% Design, two concepts, cost estimate and timeline;

Design Development Phase - 50% Design, Firm Fixed Price (FFP) proposal, detailed schedule, and execution of a design/build agreement;

Final Design and Construction Phase - Circulation of final design through 90%, permits and construction of the work under the agreement.

Customer Connections Phase – connecting the first customers onto the new system is 100%.

**The entire project budget for all three phases will not exceed one million dollars (\$1,000,000.00).**

Selection of the best qualified firm is anticipated to be concluded by January 2018. Execution of a phase one agreement is tentatively scheduled for February 2018, with a notice to proceed with concept/schematic design in March 2018.



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By utilizing a Design-Build (DB) approach, the Town expects to secure substantial benefits including an improved schedule, guaranteed design and construction cost, a single point of responsibility for design and construction, optimal risk allocation, and cost savings.

## 1.2 GLOSSARY

Words and terms that are used herein shall have the meanings as set forth in this glossary unless otherwise defined.

### 1.2.1 ABBREVIATIONS

The following abbreviations are used in this document:

DB - Design-Build

FFP - Firm Fixed Price

### 1.2.2 DEFINITION OF TERMS

The following terms are used in this document:

Town - The Town of Richmond, Vermont.

Contract - The Firm Fixed Price Design-Build Professional Services agreement awarded to the most qualified entity selected for the Work.

Design-Build ("DB") - The Project delivery method under which a single entity is procured and is responsible to the Town for services including design, obtaining permits for, construction, testing, and startup of the Utility Extension.

Most Qualified - The respondent that receives the highest ranking under the evaluation criteria and that is selected by the Town's Evaluation Committee for final negotiations and award of a Professional Services Agreement.

Project - The Town of Richmond West Main Utility Extension.

Proposal - The documents submitted by an entity in response to this SOLICITATION.

Respondent – An entity submitting qualifications for the Project in response to this SOLICITATION.

Evaluation Committee – A group of individuals responsible for evaluating the SOLICITATION's received, interviewing a short-list of Respondents and determining the Most Qualified entity to perform the Work.

Work - The design, permitting, construction, testing, and startup of the Town of Richmond West Main Utility Extension.

## **2. PROJECT SPECIFIC INFORMATION**



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## 2.1 BACKGROUND

In the summer of 2014, the Richmond Water Commission decided to examine whether or not it was feasible to extend water and sewer service into what is known as the Gateway area, immediately west of the Richmond village. Richmond village is the only area in the Town of Richmond which is serviced by both water and wastewater utilities, enabling additional growth and economic development. The existing system is small with approximately 320 connections and suffers from high rates as a result of infrastructure replacements. It is ideal to grow the system to the west to add additional customers for revenue growth and stability.

## 2.2 PROFESSIONAL SERVICES AGREEMENT

The most qualified respondent will enter into an agreement with the Town for a Firm Fixed Price Design/Build project.

## **3. PROCUREMENT PROCESS**

### 3.1 OVERVIEW

The issuance of this SOLICITATION is the first step in the Town's Design-Build Contract for the Project, which consists of the following steps:

1. Issue a qualification-based solicitation
2. Receive submittals from Respondents
3. Evaluate and scoring of submittals by the Evaluation Committee
4. Short-list the three highest scoring Respondents for interviews
5. Post and circulate questions, requirements and scoring criteria for interviews with the top three.
6. Identify the highest scoring Respondent as the entity Most Qualified
7. Conduct Contract negotiations with the highest scoring Respondent
  - a. If the highest scoring Respondent and the Town do not successfully conclude Contract negotiations, the next highest scoring Respondent may be invited to final negotiations, and so on until Contract is awarded.
8. Recommend Selected Respondent to the Richmond Water Commission for award of a Contract
9. Issuance of a Notice to Proceed

### 3.2 PROCUREMENT OBJECTIVES

The Town wishes to benefit from the knowledge and experience of Respondents in maximizing the value of the Town's established budget for the Work. Our goals in entering into a Firm Fixed Price Design/Build Agreement are to assure:

- 1) An improved project schedule;
- 2) The optimization of risk allocation;
- 3) Best value for the available budget;
- 4) A high degree of design/build coordination; and



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5) Sound design and quality construction for long-term operational reliability.

### 3.3 SOLICITATION, SUBMITTAL AND CONTRACT AWARD

**A timely response to the deadline identified must be received for the SOLICITATION to be considered.**

Respondents to this SOLICITATION must respond in accordance with the requirements set forth in Section 4 of this document. Responses will be evaluated using the scoring points and criteria identified in this SOLICITATION and Attachment D. During the evaluation of SOLICITATIONS, the Town may seek additional clarification from Respondents.

The Town shall post the top three responsive bidders ranked sequentially from the most advantageous to the least. The top three respondents shall be shortlisted for interviews with a list of interview questions (to include a conceptual sketch) and scoring criteria. Upon conclusion of the interviews the top three responsive bidders shall be ranked sequentially from the most advantageous to the least and shall be posted. Contract negotiations shall begin with the most responsible bidder whose proposal is proven to be the most advantageous. Notwithstanding any provision herein, upon issuance of a contract award, the Town shall publicly announce its award, identifying the contractor to whom the award is made, along with a written decision supporting its contract award and stating the basis of the award. The notice of award shall also include the Town's second and third ranked design-build entities.

### 3.4 COMMUNICATIONS PROCESS

The Town is committed to a fair and open process for interested parties to receive information regarding the Project and the competitive solicitation process that the Town is proposing to utilize for selection of a Design-Builder and award of an Agreement. All information pertaining to this SOLICITATION and all communications with the Town concerning this SOLICITATION shall be posted on the Town's website.

**Interested parties are required to submit all requests and/or questions in writing either by mail, or email, to:**

Geoffrey Urbanik  
Town Manager  
P.O. Box 285  
Richmond, VT 05477  
E-Mail: townmgr@gmavt.net

Responses to requests for information or questions received will be posted on the Town's website. A page has been set up at <http://www.richmondvt.gov/?p=3041>. Any and all supplemental instructions regarding the SOLICITATION will be posted on the Town's website. All potential respondents shall have the responsibility to monitor the Town website for updated information. The Town shall post a shortlist of Respondents and their scores on the Town



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website. After the interview process is concluded, the Town will update the scoring and post the revised rankings on the Town website.

### 3.5 SOLICITATION AND SUBMITTAL INFORMATION

The SOLICITATION attachments and all instructions will be posted on the Town website at:  
<http://www.richmondvt.gov/?p=3041>

Respondents are responsible for downloading the SOLICITATION; no hard copies will be distributed by the Town. The Town will provide the following reference materials at the Town Manager's Office (also available online at [www.richmondvt.gov](http://www.richmondvt.gov)):

- 1) Copy of Preliminary Engineering Report for the West Main Utility Extension completed by Green Mountain Engineering, January 2015, updated 2016
- 2) Copy of Preliminary Environmental Report
- 3) Copy of Preliminary Engineering Report for Subsurface Improvements December 2010, describing the general condition of the existing system.

The proposed extension area can be viewed at any time. There are no required meetings or site tours that will be conducted as part of this SOLICITATION process.

### 3.6 BUDGET

The Town has established a maximum budget of One Million Dollars (\$1,000,000.00) for the Work. The budget is inclusive of all efforts by the Design-Builder for all phases of the Agreement.

### 3.7 EXPENSES OF THE RESPONDENTS

Each Respondent that enters into this procurement process does so at its own expense and with the express understanding that they cannot make any claim whatsoever for reimbursement from the Town for the costs and expenses associated with this process.

### 3.8 INFORMATION DISCLOSURE TO THIRD PARTIES

All submittals received in response to the SOLICITATION will become the property of the Town and will not be returned. All information submitted to the Town will become public records after the Town announces the name of the firm determined to be best qualified through the selection process.

### 3.9 MANDATORY SITE VISIT

The Town will hold a conference and mandatory site visit to the Gateway expansion area. Two dates will be possible for you to attend: on Friday, November 17, 2017 at 9:00 AM OR Friday, December 8, 2017 at 9:00 AM. The brief conference will begin in the Town Center meeting room and then move to the field at Phase 1, the REAP Property.



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3.9.1 RIGHTS OF THE TOWN

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent;
3. Visit and examine any of the facilities referenced;
4. Waive any defect or technicality in any Proposal received;
5. Determine which Respondents are qualified to be short-listed;
6. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
7. Supplement, amend, or otherwise modify this SOLICITATION;
8. Receive questions concerning this SOLICITATION and to post responses;
9. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
10. The Town shall reserve the right to hold negotiations and discussions with responsive bidders and shall publish separately applicable rules and procedures to insure that discussions and negotiations are conducted in good faith;
11. Take any action affecting the SOLICITATION process, the SOLICITATION process, or the Project that would be in the best interests of the Town;
12. Make public any and all documents associated with the Project, including documents submitted to the Town by Respondents.

**4. SUBMITTAL OF QUALIFICATIONS**

4.1 GENERAL INSTRUCTIONS

**Submittals must be received and logged in by the Town Clerk no later than 4:00pm Thursday, December 21, 2017.**

Submittals received after this deadline will not be considered. Responses must be addressed and submitted to:

Geoffrey Urbanik  
Town Manager  
Town of Richmond  
P.O. Box 285  
Richmond, VT 05477  
(802) 434-5170  
Physical Address: 203 Bridge Street, Richmond



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Please write on the outside of the sealed envelope or box: "Proposal for the West Main Utility Extension" and the name of the entity proposing. Seven (7) copies of your submittal are required. They will not be opened publicly. The Town will post the names of all Respondents meeting the deadline on the SOLICITATION website.

Proposals must remain valid for at least 90 days.

#### 4.2 REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS/SCORING

For ease of the Evaluation Committee, the submittal must be separated into seven separate sequential sections as follows:

1. Letter to the Selection Committee
2. Design-Builder Information
3. Technical Qualifications and Experience
4. Project Staffing and Organization
5. Project Understanding and Approach
6. Project Budget Management
7. Financial and Other Information

The format of the proposal must be as outlined above. All information provided shall be bound into a single volume. Audiovisual materials will not be accepted.

##### 4.2.1 LETTER TO THE EVALUATION COMMITTEE (0 to 5 points)

This is your opportunity to introduce your team to us. Of interest to the Town is why you assembled the team that you did, and what are the strengths of the entity which you wish the Selection Committee to take note of in the submittal.

##### 4.2.2 DESIGN-BUILDER INFORMATION (0 to 5 points)

Please include a description of your Design-Build Team, i.e., the form of business structure (corporation, partnership, joint venture, consortia, etc.) that will serve as the contracting party. If the Team is a partnership, joint venture or consortium, please list all members of the Team. Please provide information on the history, ownership, organization, and background of the team members. If a partnership, a joint venture or a consortium, then please submit background information for each member, thereof.

Please identify what entities will have responsibilities for what areas of the Work. At a minimum, identify which entities will be responsible for project management, design/engineering, inspection and construction of the Utility Extension.

Please provide a Project organization chart reflecting the roles and responsibilities of the team members. Please identify the current professional Business Licenses of the proposed Team.

Provide background information on specialty subcontractors that you anticipate will be part of the Design-Build team, such as experts hydraulics, public utilities, etc.



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**4.2.3 TECHNICAL QUALIFICATIONS AND EXPERIENCE (0 to 30 points)**

The Town desires a Design-Build team who ideally brings the following experience:

- 1) Working together as a team on past projects;
- 2) Design efforts which integrated a new extension into an existing water & wastewater system;
- 3) Past design/construction of public use facilities;
- 4) Past design/construction or expert consultation on Utility Extensions;
- 5) Past designing/construction for utility lines of similar size, scope or complexity to this Project.

In addition to providing technical qualifications and experience, the Respondent is requested to provide more detailed information on up to three projects completed within the past 8 years that you feel best illustrate your team's qualifications to perform the Work. Please provide the Evaluation Committee with a brief description of these selected projects and photographs of the completed effort. The brief description should include when the project began operation, its current status, a description of the Respondent's role/involvement in the project, and any specific information on how the design was responsive to the public, especially the potential customer community.

**4.2.4 PROJECT STAFFING AND ORGANIZATION (0 to 20 points)**

This section will be scored as to the qualifications of staff assigned to the Project. This submission shall include the key staff of the contracting firm, its parent (if applicable), and partner firms. Information of use to the committee includes the length of time practicing in the profession, familiarity with design and construction of public facilities and/or Utility Extensions, and design-build experience.

- a. Identify the project principal/officer who would be in charge, design and construction project managers; any discipline leads, and other subcontractors who you might expect to utilize in completing the Project.
- b. Demonstrate the proposed design and construction Project Manager's individual experience within the past 15 years managing Design-Build Projects.
- c. Identify the experience of other key personnel including the construction estimator/scheduler, superintendent, safety manager and other key staff Respondent anticipates to commit to the Project.
- d. Provide a resume of any key specialty sub consultants.

**4.2.5 PROJECT UNDERSTANDING AND APPROACH (0 to 25 points)**

This section should demonstrate the respondents understanding of the project, how the Work will be organized, and anticipated key issues to be addressed. This section should:

- 1) Describe the overall approach to the Project, such as an outline work plan that describes



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how the Respondent will organize the Project;

- 2) Provide a description of the Respondent's approach and methodology for keeping within the Town's allocation of one million dollars (\$1M) to complete the Work;
- 3) Describe those areas of Design/Build projects in which you are most likely to find challenges, and discuss how you might resolve those conflicts or head them off in advance;
- 4) Describe the opportunities you see for interfacing with the Richmond Water Commission;
- 5) Identify what you feel are the key components to making this project successful;
- 6) Discuss your approach to inspection and verification of construction according to design.

**4.2.6 PROJECT BUDGET MANAGEMENT (0 to 10 points)**

The Town has established a maximum project budget of \$1M for the Work. Respondents are requested to provide examples from past projects as to what percentage of past design/build project budgets were assigned to major project cost categories, such as design/engineering, construction, testing/inspections and overhead/profit.

Please also address how the Town can be assured of receiving maximum value for the budget. How should the Town guard itself against receiving a project for far less than can be purchased using a traditional design/bid/build approach?

**4.2.7 FINANCIAL AND OTHER INFORMATION (0 to 5 points)**

The Respondent shall furnish the financial information requested below. If submitted by a consortium, a joint venture, or a partnership, each member shall provide full disclosure information regarding their financial strength as specified in this section for individual Respondents. Any financial information submitted will be subject to potential public review. Financial Statements and Data required:

- The most recent annual audited financial report, or similar report indicating the financial health of the business.
- The Respondent shall provide responses to each of the following:
  1. Describe any existing or anticipated changes in financial position of the Respondent including any material changes in the mode of conducting business, mergers, acquisitions, takeovers, joint ventures, and/or divestitures.
  2. Has the Respondent ever filed for bankruptcy? If so, when, and describe the impact it would have on the ability to honor this contractual commitment if awarded.
  3. List and briefly describe any threatened, pending or past legal proceeding involving claims over \$50,000 and judgment, or any contingent liabilities, in which the Respondent was or is a party to that may affect your ability to honor its contractual commitments to the Town.
  4. Has the Respondent failed to complete any contract, or has any contract been terminated due to alleged poor performance or default, or has the Respondent been found to be in violation of any provision of international, federal, state, or local regulations? If so, provide explanation.
  5. Has the Respondent been convicted of any criminal conduct or been found in violation of



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any federal, state, or local statute, regulation, or court order concerning false claims, antitrust, public contracting, employment discrimination, or prevailing wages? If so, describe the circumstances.

6. Has the Respondent been barred from bidding on public contracts by the Federal government or by any governmental entity in California or another state? If so, describe the circumstances. Is the decision under review or was it upheld by formal legal and/or grievance process?

7. Please briefly describe your OSHA record over the past 5 years.

### **5. EVALUATION AND RANKING OF SUBMISSIONS**

The following criteria will be provided to the Evaluation Committee as general guidelines for consideration in evaluating and scoring the proposals:

1. Competence to perform the required design-build services as indicated by the technical training, education, and experience of the Respondent's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the Respondent who would be assigned to perform the services;
2. Record of successfully completed design-build services and experience working on similar types of projects, especially public or private utilities;
3. Demonstrated expertise and experience the design of public utilities;
4. Past performance of the firm as reflected by cost control strategies, quality of work, quality design and design integration of projects and schedule management;
5. Other qualifications that are consistent with the scope and needs of the Project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers;
6. Completeness of proposal, ease of reading and organization commensurate with the SOLICITATION requirements.

### **6. DESIGN REQUIREMENTS**

The Design-Builder is responsible for advancing the design in accordance with an agreed upon schedule of activities that will be jointly developed with the Town and made an attachment to the Design-Build Agreement.

The new Utility Extension shall incorporate the following:

#### **6.1 General**

- The Design-Builder will be responsible for the collection, assessment, agency coordination and verification of existing conditions.
- The utility extension shall meet or exceed all state and federal health and safety standards.
- The Design-Builder shall identify all necessary right-of-way or easements and provide necessary supporting documentation required by the Town's legal team. Town will be



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responsible to acquiring identified right-of-way or easement clearance for installation of the utilities.

- The utility extension shall be designed to meet the needs of economic expansion in the Gateway area.
- All design coordination, quality control and assurance reviews shall be the responsibility of the Design-Builder.
- The Design-Builder shall be responsible for obtaining all necessary regulatory approvals.
- The Town shall have the opportunity to review, comment on and authorize the project to proceed forward at the following phases:
  - Concept Phase (10 %)
  - Design Development Phase (50%)
  - Final Design and Construction Phase (90%)
  - Connections Phase (100%)

Please provide time estimate to complete each phase.

#### 6.2 Reports and Investigations

The Design-Builder shall be responsible to conduct a site survey as they deem necessary to assure a coordinated design.

The Design-Builder shall be responsible to conduct other required studies as they deem necessary to assure approval from appropriate permitting authorities.

#### 6.3 Site Requirements

- The starting and ending points of connections are flexible to some degree. There are multiple existing termination points on the existing system which may serve as connection points for the extension.
- Additional site investigations deemed necessary by the Design-Builder will be undertaken at their cost.

#### 6.4 Inspection of Construction and Verification of Design

The Town requires that the Design-Builder identify how it will inspect the work and provide verification of installation according to the approved and permitted plans. The Town will require sealed As-Built drawings showing accurate installation.

#### 6.5 Warranty Information

The Design Builder shall warranty their installation against defects of materials or workmanship for a minimum of one (1) year from project acceptance.



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