

TOWN OF RICHMOND, VERMONT

NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ENGINEERING SERVICES

The Town of Richmond has initiated the process of obtaining Statements of Qualifications from qualified engineering firms detailing said firm's qualifications, technical expertise, management and staffing capabilities, references and related prior experience. Required professional services will 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 and monitoring and inspection of construction activities to ensure compliance with plans and specifications associated with any Water, Wastewater, Stormwater and/or other Improvements or Repairs.

Procurement of such services will be in accordance with elements of the procurement process in 40 U.S.C. Sections 1101-1104. Qualified firms/candidates interested in being considered for projects must submit three (3) copies and an electronic copy of:

- 1) letter of interest;**
- 2) statement of qualifications and experience of staff persons who will be involved with projects;**
- 3) references; and**
- 4) related applicable municipal experience.**

The Statement of Qualifications submittal shall be less than 20 pages, double sided. Submit the requested information to the Town of Richmond, Attn: Josh Arneson, Town Manager, P.O. Box 285, Richmond, Vermont 05477 no later than November 15, 2020 by 10:00 am in order to receive consideration.

Please note that any projects may be undertaken with a variety of Federal, State and/or local funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

The Town of Richmond shall evaluate the statements of qualifications and performance data and

other material submitted by interested firms and may select a maximum of three firms which, in their opinion, are qualified to perform the desired services. Interviews may be conducted with each firm and would include discussions regarding anticipated concepts and proposed methods of approach. The Town of Richmond may commence scope of services and price negotiations with any of the qualified firms selected.

The Town of Richmond reserves the right to reject any and/or all proposals. This solicitation does not obligate the Town of Richmond to award a contract.