

CITY OF RUTLAND
CITY HALL, 1 STRONGS AVENUE
POST OFFICE BOX 969
RUTLAND, VERMONT 05702

**NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
WASTEWATER ENGINEERING SERVICES**
City of Rutland, VT

The City of Rutland, Vermont is in the process of obtaining Statements of Qualifications from qualified wastewater engineering firms, detailing the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior experience related to municipal wastewater collection and treatment. Requested professional services for wastewater projects will include, but are not necessarily limited to, preliminary engineering, design, preparation of bidding and contract documents, participation in the evaluation of bids and award of contracts and the administration and observation of construction activities to ensure compliance with plans and specifications associated with improvements to the City's treatment facility, collection system, pump stations and force mains.

Procurement of said services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104. Qualified firms/candidates interested in being considered for this project must submit **one electronic** copy of:

1. letter of interest;
2. general information on the firm's history, client base and experience;
3. qualifications and experience of key staff persons (project manager, principal designer, resident engineer) who will likely be directly involved with Rutland City projects, including client contacts;
4. descriptions and client contacts for projects of related scope completed by the firm.

Submit the requested information to Mr. Ted Gillen, E.I. Assistant City Engineer at tedg@rutlandcity.org; no later than the close of business on **Friday, May 17th, 2024**, to receive consideration.

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal and State funds, including the Vermont Clean Water State Revolving Fund (CWSRF) Loan Program, and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

The City of Rutland shall evaluate the Statements of Qualifications and references submitted by interested firms and select a minimum of three firms which, in the City's opinion, are best qualified to perform the desired services.

The City of Rutland shall rank, in order of preference, the firms deemed to be the most highly qualified to provide the specific requested services and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services. Should such negotiations not be favorable, the City will commence negotiations with the next highest qualified firm. Prior engineering planning, design and construction experience related to the City wastewater collection and treatment facilities will be considered in the selection.

For each proposed project, interviews may be conducted prior to selection of a firm. Interviews may include discussions regarding potential design concepts and proposed methods of approach to the project.