

**Town of Londonderry, Vermont**

100 Old School Street  
South Londonderry, VT 05155  
802-824-3356  
[www.londonderryvt.org](http://www.londonderryvt.org)

**REQUEST FOR STATEMENTS OF QUALIFICATIONS**

**RFP NO. 2019-06**

**DATE: June 27, 2019**

**PROJECT TITLE:** Community Wastewater Feasibility Study

**PROPOSAL DUE DATE:** Responses are due by **July 22, 2019**, no later than 3:00 PM.

The Town of Londonderry, Vermont is seeking Statements of Qualifications (SOQ) from qualified engineering firms detailing the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Required professional services will initially include a needs assessment and feasibility study and may be amended to include: 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.

The Town seeks initially to conduct a Community Wastewater Feasibility Study to include a needs assessment and feasibility study for Londonderry Village and South Londonderry Village (see insets in attached map), investigating existing on-site septic conditions, surface water and drinking water quality issues, and need for growth and redevelopment in the two villages; along with a feasibility level analysis for decentralized wastewater system(s) and, if there are wastewater problems found in the needs assessment, with one or more public drinking water systems.

Attention is directed to the fact that the proposed project may be undertaken with a variety of Federal and State funds, including initial funding of \$32,000 through the Vermont Department of Environmental Conservation Engineering Planning Advance Program, with potential future work to be funded by the Clean Water State Revolving Fund, and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

Procurement of said services will be through a Qualifications Based Selection (QBS) and will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104. The Town is not seeking detailed scope of services of cost proposals at this time, however both will be requested once the most qualified firm is selected. Qualified firms/candidates interested in being considered for this project must submit six (6) copies each of: (1) A letter of interest; (2) A statement of qualifications and experience of staff persons who will be involved with the project; (3) References; and (4) Related prior experience. Submit the requested information, labelled "Statement of Qualifications" to:

Shane O'Keefe, Town Administrator  
100 Old School Street  
South Londonderry, VT 05155

no later than 3:00 PM on Monday, July 22, 2019 in order to receive consideration.

**Town of Londonderry, Vermont**  
**Request for Statements of Qualifications – Community Wastewater Feasibility Study**  
**June 27, 2019**

---

The Town shall evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in its opinion, are best qualified to perform the desired services. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Town shall rank, in order of preference, these three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services. It is expected that interviews will take place within four (4) weeks of submission of SOQs, and that selection of the most qualified firm will take place within three (3) weeks of interviews.

The Town reserves the right to accept or reject any or all SOQs. All questions pertaining to the RFQ should be submitted to Shane O'Keefe, Town Administrator by email by at [townadmin@londonderryvt.org](mailto:townadmin@londonderryvt.org). Responses will be answered as quickly as possible and posted on the Town's website.

\* \* \*