



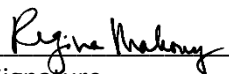
# REQUEST FOR PROPOSALS FOR FORMATION OF A STORMWATER UTILITY ESSEX JUNCTION, VT

The City of Essex Junction requests proposals from qualified consultants to contract for services to guide the formation of a stormwater utility and stormwater ordinance for the City.

Proposals are to be submitted by 3:00 PM (local time) on Monday, October 16, 2023, at the City Office, 2 Lincoln Street, Essex Junction, Vermont, 05452. Proposals shall be marked to the attention of Chelsea Mandigo, Water Quality Superintendent. Digital proposals may be submitted via e-mail to [cmandigo@essexjunction.org](mailto:cmandigo@essexjunction.org), but the City assumes no responsibility for formatting or transmission errors.

The complete RFP may be obtained, without charge, on the City of Essex Junction webpage at [www.essexjunction.org/news/invitation-to-bid](http://www.essexjunction.org/news/invitation-to-bid), at the City Office, or by calling (802) 878-6943 x1705. Please direct all questions regarding this request for proposals to Chelsea Mandigo, Water Quality Superintendent, at [cmandigo@essexjunction.org](mailto:cmandigo@essexjunction.org) or 802-878-6943 X1705. The City of Essex Junction, through its Authorized Representative, reserves the right to waive any informalities in or reject any and all proposals, in whole or in part, or to accept any proposal deemed to be in the best interest of the City of Essex Junction.

Regina Mahony  
Authorized Representative (Print Name)

  
Signature

9/18/2023  
Date

*The City of Essex Junction is an equal opportunity employer and is committed to equal opportunity in its contracting process. Auxiliary aids and services are available upon request to individuals with disabilities.*

## INTRODUCTION

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The City of Essex Junction is accepting proposals for consultants interested in both designing our stormwater utility and drafting our stormwater ordinance. The formation of a utility is necessary to provide consistent funding to develop and implement stormwater projects in compliance with the Municipal Separate Storm Sewer System Permit (MS4) and timeline. The ordinance is necessary to govern this work. The City is seeking a simple, equitable utility similar to those established in Town of St. Albans and City of South Burlington amongst other MS4 communities.

It is the desire to have a utility structure in place for fiscal year 2025, if feasible.

## SCOPE OF WORK

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The City of Essex Junction requests proposals from qualified consultants to contract for services to guide the formation of a stormwater utility and stormwater ordinance for the City.

The consultant will be responsible for determining the structure of the utility and developing the ordinance but will not be responsible for setting up the billing process.

### Phase 1 – Meeting with Staff

- The consultant will meet with the Water Quality Superintendent and Finance Director to discuss the goals of the utility formation.
- The consultant may be asked to attend a public meeting regarding the stormwater utility when ready to present to public.

### Phase 2 – Outline structure of Stormwater Utility

- Develop and propose a utility structure that will meet the City's goals outlined in Phase 1.
- Consider and discuss potential credit system if fits into proposed utility structure.

### Phase 3 – Conduct GIS analysis (if necessary)

- Using the latest impervious surface data layer, conduct an analysis based on property type (residential, commercial, industrial) to determine fee structure.

### Phase 4 - Develop the Stormwater Utility Ordinance

- Draft a stormwater utility ordinance that will be used to govern the utility.

## TIMELINE AND PROCESS FOR SELECTION

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### Timeline

Monday, October 16, 2023 – Deadline for RFP Submittal

- Proposals are to be submitted by 3:00 PM (local time) on Monday, October 16, 2023, at the City Office, 2 Lincoln Street, Essex Junction, Vermont, 05452 or electronically. Proposals shall be marked to the attention of Chelsea Mandigo, Water Quality Superintendent. Digital proposals may be submitted via e-mail to [cmandigo@essexjunction.org](mailto:cmandigo@essexjunction.org), but the City assumes no responsibility for formatting or transmission errors.

October 26, 2023 – Anticipated Consultant Selection and Contract Award

October 30, 2023- Project Start Date

The project length is anticipated to take approximately four to six months; with results available to form the utility for FY25 budget (July 1, 2024). However, the City is open to adjustments if necessary for a better product.

## SUBMITTAL REQUIREMENTS

The selection committee will select consultant(s) from the proposals received. This process will include a review of proposals, references, and other information as necessary. The City may conduct interviews with potential candidates if applicable. In making this selection, the City reserves the right to request from any responding entity clarification of its proposal or to supply any additional material deemed necessary to assist in evaluating the proposal within the timeline requested by the City.

To be considered, interested parties must submit by the deadline a proposal package that includes the following:

- Summary of qualifications, experience, and availability. It should summarize qualifications, relevant experience and availability to provide services to the City.
- Proposed approach to the process, including a proposed schedule. If there are any proposed changes to the scope of work outlined in the RFP, please explain these changes.
- Proposed budget - The contract amount for the proposed work shall not exceed a maximum of \$17,000 for project completion, including all expenses.
- List of three clients – The client name, contact person, telephone number, and email for at least three clients for whom you have completed a similar project in the past.

## Interviews to Discuss Proposals

If deemed necessary, a short list of qualified consultants may be selected from those who submitted proposals for informal oral presentations. Oral presentations, if requested, will take place at the City of Essex Junction offices and may be done in person and/or remotely.

All proposals become the property of the City of Essex Junction upon submission and are public documents. Preparing, submitting, and presenting a proposal is the sole expense of the Consultant. Proposals must remain valid for at least 60 days.

Any information requests and/or questions shall be submitted in writing by email Chelsea Mandigo, Water Quality Superintendent, at [cmandigo@essexjunction.org](mailto:cmandigo@essexjunction.org)

## EVALUATION CRITERIA

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The City of Essex Junction's selection committee will review and evaluate all properly submitted proposals received on or before the deadline. The selection committee will first review each proposal for compliance with the mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal. The selection committee shall participate in the analysis of RFPs, the interview process (if applicable), and the final recommendation of the selected consultant for the project.

Proposals will be evaluated by the City of Essex Junction selection committee as set forth below:

CRITERIA	DESCRIPTION	WEIGHT
Project Management	The consultant's experience with similar projects and references of its clients. Ability to perform and complete the work in a professional and timely manner.	10 pts
Approach	The consultant's understanding of and approach to providing RFP services. Responsiveness and completeness of the proposal. The degree to which the proposal offers a clear, comprehensive, and collaborative process.	20 pts
Cost	Cost or cost-effectiveness and resource allocation.	15 pts
Value Added	The consultant included other related information that will produce a better product.	5 pts
<b>TOTAL</b>		<b>50 pts</b>

### The City of Essex Junction Rights

The City of Essex Junction reserves the right to modify or issue changes to the original RFP. Any change will be distributed to all those who originally issued the RFP. The City of Essex Junction also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the City of Essex Junction. This solicitation of proposals in no way obligates the City of Essex Junction to award a contract.

### Equal Employment Opportunity

The Consultant shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375, and as supplemented by the Department of Labor regulations (41DFR Part 60). The Consultant shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

### Insurance

The Consultant shall meet the insurance requirements of the City's Purchasing Policy. Also, all contracts for services shall contain indemnification and hold harmless language as required by the City's Purchasing Policy.