

**NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES**

The **TOWN OF WESTFORD** is in the process of obtaining Statements of Qualifications from qualified architectural/engineering firms detailing the firms' 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 for the **Town of Westford's Town Center Community Wastewater System**.

The Town of Westford has been analyzing the potential of a community wastewater system to replace current septic systems in the Village, as well as provide capacity for future uses. A preliminary engineering report has been started but needs to be finalized in accordance with state and federal funding program requirements. Initial cost estimates and pay structures have been contemplated. In addition, site control for the location of the system has been secured. The proposed system is a community wastewater disposal field on the "Jackson Farm" property. The system is planned for approximately 12,000 gpd; at a cost of approximately \$1,960,000. Refer to this website for the most recent reports and information: <https://westfordvt.us/documents/reports-studies/>.

The Town of Westford is seeking qualifications from a team of consultants for planning services. The proposals should identify a lead consultant, and sub-consultants as needed. Proposals should include qualifications for the full list of services in the first paragraph of this RFQ. However, for your information it is anticipated that the initial Scope of Work will include the following planning services:

- a. Completion of the Preliminary Engineering Report, and an Archeological and Environmental Review.
- b. Drafting the wastewater ordinance, financial scenario analysis and investigation of user and connection fee charge options.

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 (9 of request copies) copies each of: (1) letter of interest; (2) 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 to **Westford Town Office, Attn. Melissa Manka, 1713 Vermont Route 128, Westford, VT 05494**; no later than **4:30 p.m. on Monday, December 16, 2019** in order to receive consideration.

Attention is directed to the fact that the proposed project may be undertaken with a variety of federal and state 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 WESTFORD 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 their opinion, are best qualified to perform the desired services, based on the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Town of Westford 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.