

**REQUEST FOR QUALIFICATIONS**  
for  
**APPRAISAL SERVICES for the TOWN OF WESTFORD**  
**Deadline: 3:00 pm, Thursday, July 22, 2021**

**I. Introduction**

The Town of Westford, and project partners (e.g. Vermont River Conservancy, Champlain Housing Trust, and Green Mountain Habitat For Humanity) seek qualifications from appraisers to conduct a commercial appraisal of the property at 1705 VT Route 128 in Westford, Vermont.. The work is funded through a Vermont Community Development Program (VCDP) Planning Grant. The appraisal is part of a larger project to develop a site plan for the property which project partners envision will contain a public river access, 6-8 units of perpetually affordable housing, and a to-be-determined public facility use on the property. CCRPC is providing administrative and project management assistance to the Town of Westford.

**II. Project Schedule**

July 6, 2021	RFQ Released
July 14, 2021 at 3 pm	Deadline for submission of questions via email
July 16, 2021	Response to questions distributed to firms
<b>July 22, 2021 at 3 pm</b>	<b>Deadline for submission of qualifications via email</b>
August 2, 2021	Consultant Selected
August 19, 2021	Contract Execution
June 30, 2022	Project completion

Questions about this RFQ or the project may be sent via email to Taylor Newton, Senior Planner at (802) 578-4786 or [tnewton@ccrpcvt.org](mailto:tnewton@ccrpcvt.org). Please carbon copy (cc) Melissa Manka, Town Planner at [planner@westfordvt.us](mailto:planner@westfordvt.us) on all email correspondence.

**III. Background**

The Town of Westford seeks to conduct site investigation, planning, and pre-development work on the property at 1705 VT Route 128 in Westford. The property is approximately 3.3 acres in size. Existing structures on site include an historic single-family home and a garage. There is also an existing well on-site.

The property is currently owned by the Pigeon Family Trust (c/o George Pigeon). The Pigeon Family Trust is supportive of working with project partners to complete planning and pre-development work to support future sale of the property for redevelopment (possible buyers include the Town or the Vermont River Conservancy). The Pigeon Family Trust has granted project partners site access to complete this project.

Over the past few years, the Pigeon Family Trust, the Town of Westford, and Chittenden County RPC (CCRPC) have completed several projects to support redevelopment of the property:

### **Planning and Wastewater**

The Town of Westford has taken action to support redevelopment in Westford Village over the past 10 years. This includes adopting a regulatory framework (form-based code) to support the Town's goal of village-scale development. It also includes planning to develop a municipal wastewater system to serve Westford Village (including the subject property). The Town's consultants, Stone Environmental and Green Mountain Engineering, have completed a Preliminary Engineering Report for the wastewater system in late 2020 and the Town hopes to pursue Clean Water State Revolving Loan Funds for the Step II (Final Design) and Step III (Construction) phases of the project in 2021-22.

It is anticipated that any future redevelopment of the 1705 VT Route 128 property will be connected to the future municipal wastewater system.

### **Environmental Site Assessments (ESAs)**

The property is enrolled in the CCRPC Brownfield Program. The property is the former site of a gas station. CCRPC hired LE Environmental to complete a Phase I ESA, Phase II ESA, and supplemental Phase II ESA related work on the property. This work confirmed the existence of several contaminants on site and led to the removal of an underground storage tank (UST) on-site in the fall of 2020. There is petroleum contamination around the former UST. There is also Polycyclic Aromatic Hydrocarbons (PAHs) contamination on the property. An Evaluation of Corrective Action Alternatives (ECAA) and a Corrective Action Plan (CAP) will be done after the completion of the scope of work outlined in this RFQ.

### **Archeological and Historic Resources**

To support redevelopment and remediation of contamination on the property, the CCRPC Brownfields program contracted with the UVM Consulting Archeology Program to complete an Archeological Resource Assessment and a review of the historic resources on the property (e.g. Determination of Eligibility Form, Vermont Architectural Resource Inventory – Individual Property Survey Form, and Historic Preservation Project Review Cover Form). These materials were submitted to the Vermont Department of Historic Preservation in February 2021. Based on the recommendations of the UVM Consulting Archeology Program, a Phase II Archeological Resource Assessment and additional historic preservation work will likely be needed before the property can be redeveloped.

### **Wetlands**

In the fall of 2020, the Town contracted with Gilman & Briggs to delineate wetlands on the property and the delineation was reviewed by the Vermont Agency of Natural Resources.

### **Stormwater**

Stormwater treatment along VT Route 128 and the Westford Common are historic problems. Some of the stormwater from the road and the Common enters a culvert and deposits

stormwater on the subject property before entering the Browns River. In 2019, Fitzgerald Environmental Associates, LLC completed scoping study related to drainage concerns on the Common. This study identifies a mitigation project on the 1705 VT Route 128 property to deal with existing conditions on the common.

In light of efforts to redevelop the 1705 VT Route 128 property, and to comprehensively solve the interrelated stormwater management issues from adjacent segments of VT Route 128, the Westford Town Common and the subject property, the Town of Westford submitted an application to the CCRPC Unified Planning Work Program (UPWP) in February 2021 for an updated, comprehensive stormwater scoping study that will look at the geographic area in question. The Town and CCRPC anticipate that this scoping study project will be completed in concert with the scope of work included in this RFQ. In June 2021, CCRPC funded this project.

### **VCDP Planning Grant**

The Town of Westford obtained a Planning Grant from VCDP in November 2020 to support planning and pre-development work related to the development of the 1705 VT Route 128 property owned by the Pigeon Family Trust. The Planning Grant will fund a commercial appraisal listed in Section IV – Scope of Services. The Planning Grant will also fund a developing a preliminary site plan for redevelopment and legal work related to redevelopment of the parcel (e.g. deeds, easements, HOA documents, etc.) that is anticipated to be completed in the January 2022. SE Group and KAS Environmental Consulting and Engineering have been hired by the Town to complete the preliminary site plan for redevelopment.

The proposed project is guided by a Steering Committee. This Steering Committee will be composed of two members of the Westford Planning Commission and one member each from the Vermont River Conservancy, Green Mountain Habitat for Humanity, and Champlain Housing Trust. Chittenden County RPC and Westford Planning Staff will provide administrative support to the Steering Committee.

The Planning Commission and the property owner, the Pigeon Family Trust, will review the submitted qualifications, and select an appraiser to provide commercial appraisal services.

The Steering Committee will report monthly to the Westford Planning Commission and Westford Selectboard regarding the progress of the project.

CCRPC is completing grant administration and project management services for the Town of Westford for work related the VCDP Planning Grant.

### **IV. Scope of Services:**

The following scope of services will be completed by the selected firm in conformance with the VCDP Planning Grant award:

1. **Appraisal.** A commercial appraisal of the property will be completed.

**Work Product:** A commercial appraisal

## V. Roles and Responsibilities

### Town of Westford

- Financial Management
- Inspection of work prior to release of payment
- Revision/submission of progress reports
- Review/execution of contract with contractors
- Planning Commission: participation on the Steering Committee
- Administrative support to Steering Committee

### CCRPC

- Grant Administration
- Project Management
  - Oversight of bid solicitation/procurement of contractors
  - Preparation of request for qualifications
  - Preparation of progress reports
- Administrative support to Steering Committee

### Project Partners (Green Mountain Habitat, CHT, and VRC)

- Participation on the Steering Committee

### Lead Consultant

- Complete the included scope of work and provide all deliverables as outlined in Section IV.

## VI. Qualifications Format and Submission Requirements

Each qualification submission shall include the following documents:

1. **Letter of Interest:** Qualifications shall include a letter of interest. The letter shall demonstrate that the Consultant understands the intent and scope of the project, the content of the deliverables, and the specific tasks that must be performed in the course of supplying these services. Consultants should also indicate any past experience working on similar appraisals or projects with municipal or non-profits. Consultant shall also identify any past work on VCDP-funded projects.
2. **Cost Proposal:** Qualifications shall include a detailed cost proposal for the work to be performed based upon the person hours by task. Please include hourly rate(s), overhead and fee, other direct costs, subcontractor costs, etc. The Town of Westford retains the right to negotiate costs with any consultant that has submitted qualifications.
3. **References:** Qualifications shall include a minimum of 3 professional references.

Please submit the requested information to Taylor Newton ([tnewton@ccrpcvt.org](mailto:tnewton@ccrpcvt.org)) and Melissa Manka ([planner@westfordvt.us](mailto:planner@westfordvt.us)) **no later than 3 PM on July 22, 2021**. Qualifications shall be submitted in Adobe Portable Document Format (PDF) file. Digital qualifications exceeding 7 MB must be compressed below 7 MB or sent via Dropbox. Applicants are encouraged to submit qualifications early in case there are technology issues. The Town of Westford is not responsible for qualifications that are not received due to technology issues. No phone calls please.

All submitted qualifications become the property of the Town of Westford upon submission. All qualifications will become a public record. If qualifications include any material that is considered to be proprietary and confidential under 1 VSA Chapter 5, the qualifications shall clearly designate the material as confidential and the qualifications shall explain why such material should be considered confidential. Under no circumstances can the entire response be marked confidential. Qualifications so marked shall not be considered.

The cost of preparing, submitting, and presenting is the sole expense of the Consultant. The Town of Westford reserves the right to reject any and all qualifications received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town of Westford. This RFQ in no way obligates the Town of Westford to award a contract.

#### **VII. Qualification Evaluation:**

All qualifications will be reviewed and evaluated by the Westford Planning Commission, the Pigeon Family Trust, and staff from CCRPC and Town of Westford. All qualifications shall adhere to the Additional Consultant Requirements and Contract Provisions (see Section VIII).

The Town of Westford and the Pigeon Family Trust will evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of two firms which, in their opinion, are best qualified to perform the desired services. The Town of Westford and the Pigeon Family Trust will work collaboratively to rank, in order of preference, the firms deemed to be the most highly qualified to provide the services required and shall commence price negotiations with the highest qualified professional firm for engineering services.

#### **VIII. Additional Consultant Requirements and Contract Provisions:**

- 1. Disadvantaged Business Enterprises, Non-Discrimination, and Title VI.** The Consultant shall comply with [VTrans DBE Policy Requirements](#) as outlined in Section 203.07 of the Specifications for Consultant Services. These requirements outline the State's and the Consultant's responsibility with regard to the utilization of Disadvantaged Business Enterprises (DBE) for the work covered in the RFQ. Copies of the VTrans current DBE Registry are available upon request from VTrans. Consultants shall make good faith efforts to solicit DBE subconsultants.

The Consultant shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, federal and USDOT assisted contracts, programs and activities. The Consultant shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

2. **Registration.** The Consultant awarded this contract shall, upon notification of award, apply for registration with Vermont Secretary of State's office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State St. Montpelier, VT 05609-1104. The fee is \$20.00. The Telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's office. The Consultant shall also be registered on SAM.gov. The Consultant shall not be debarred by the State of Vermont or by SAM.gov.
3. **Insurance.** All consultants and any subconsultants must comply with all pertinent federal, state and local laws, must carry adequate insurance coverage (not less than \$1,000,000-per occurrence, \$1,000,000 - General Aggregate Applying, in total, \$1,000,000 - Products/Completed Operations Aggregate, \$50,000 – Fire/Legal/Liability, and \$1,000,000 – Automotive Liability), and must affirm being an equal opportunity employer with an affirmative action plan.
4. **Pass-through Requirements.** All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon the State of Vermont and the Town of Westford, as recipients of federal funds are thereby passed along to the consultant and any subconsultants, and those rights reserved by the US Department of Housing and Urban Development (HUD) are likewise reserved by the State of Vermont and the Town of Westford.
5. **Invoicing and Reimbursement.** This work is being funded through a Vermont Community Development Program Planning Grant. In accordance with the grant agreement, the Town of Westford shall reimburse the consultant for all reasonable and necessary expenses incurred in the performance of this work assignment in accordance with state reimbursement offered to State employees.
6. **Other Contract Provisions.** All digital data produced as a result of the project shall be provided to the Town of Westford. Digital data includes spatial and tabular data attributes (GIS shapefiles/geodatabases) and documentation files. All digital data must

meet the [Vermont Zoning Data Standard](#), and all products should be documented using the [VGIS metadata standard \(metadata template\)](#). All data developed in CAD shall be converted to a GIS shapefile in the correct coordinate system. Spatial Data will be provided electronically in Vermont State Plane Meters Coordinates, NAD 83 (or the current coordinate and datum set by VGIS) with its metadata.

**IX. Attachments and Other Information**

1. **Phase I ESA**
2. **Phase II ESA**
3. **Supplemental Phase II ESA**
4. **Archaeological Resources Assessment**
5. **Determination of Eligibility Form**
6. **Vermont Architectural Resource Inventory – Individual Property Survey Form**
7. **Historic Preservation Project Review Cover Form**
8. **Environmental Release**
9. **Wetlands Delineation**