

NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS  
FOR ENGINEERING SERVICES

**Request for Statements of Qualifications for Engineering Services**

**Deer Run Homeowners Association of Shelburne**

**Issued: December 16, 2024**

**Project Name:** Deer Run Homeowners Association Stormwater Permit Renewal

**1. Introduction**

The Deer Run Homeowners Association (“DRHOA”) is in the process of obtaining Statements of Qualifications (“SoQs”) from qualified engineering firms detailing the firms’ qualifications, technical expertise, management and staffing capabilities, references, and related experience.

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 a final qualifications statement in PDF format, via **email**, including all items listed in Section 5 below, Submission Requirements.

Submit the requested information to **parkerbleslie@gmail.com**; no later than **5:00PM** on **January 15, 2025** 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.

**2. Project Details**

DRHOA is seeking qualifications from qualified engineering firms to provide professional engineering services for the renewal of its stormwater permit in Shelburne, Vermont.

The selected firm will be responsible for assisting DRHOA in addressing the requirements of the Vermont General Permit 3-9050 for operational stormwater runoff. This includes preparing an Engineering Feasibility Analysis (“EFA”), Full Notice of Intent (“NOI”) application, and supporting documentation as well as payment of all fees associated with permit submission and review.

### **3. Project Budget and Funding**

The DRHOA was awarded a 3-Acre Permit Obtainment Assistance (“POA”) grant for this design work, administered by the Agency of Natural Resources (“ANR”). More details on this award and eligible costs are included below.

A project budget will be determined based on the negotiated scope of services and the selected firm’s proposed fee, and will not exceed the \$49,999 awarded to DRHOA under the POA.

#### ***Eligible Costs and Cost Categories***

DRHOA has been approved to receive up to \$49,999 under the 3-Acre Stormwater Permit Obtainment Assistance Program to obtain permit authorization for a three-acre permit. Up to \$30,000 of this award may be used to cover engineering expenses and up to \$19,999 may be used to cover three-acre permit review fees incurred during the submission of our permit application (Full Notice of Intent, or “Full NOI”). Eligible cost categories include engineering costs and permit review fees described further below. All invoices under this award must be associated with actual permit review fees or engineering costs to obtain a permit authorization under the three-acre permit. If the costs to obtain a permit authorization under the three-acre permit exceed the total award amount, the Beneficiary is required to cover the remainder/exceedance.

*Engineering Costs:* Of the total award amount, up to \$30,000 may be used for engineering costs associated with obtaining a permit authorization under the three-acre permit. This might include costs specifically incurred by the engineering firm as well as any subcontracted work or other permit expenses necessary to complete the engineering design and paperwork associated with the three-acre permit.

*Permit Review Fees:* Of the total award amount, up to \$19,999 may be used for administrative processing fee and application review fees due to the DEC Stormwater Program associated with obtaining a permit authorization under the three-acre permit. For this purpose, permit review fees are defined as the administrative processing fee and the application review fee charged during the three acre permit application process.

The administrative processing fee is a flat \$240 that may be charged to a three-acre permit applicant each time the application is reviewed by the State. The application review fee is calculated by multiplying \$860 by the number of confirmed impervious acres determined by the Stormwater Program during technical review. The amount of payment under this program is based on the impervious surface acres subject to three-acre requirements under Section 1.3.D. of General Permit 3-9050 (impervious surfaces of three or more acres). Where a project obtains permit coverage for both impervious surfaces subject to Section 1.3.D. and impervious surfaces not subject to Section 1.3.D. (e.g., new impervious, or existing impervious surface that meets the standards of the 2002 Vermont Stormwater Management Manual), the eligible application review fee benefit payment calculated per acre shall be based solely on the portion of the impervious surface subject to Section 1.3.D

#### **4. Anticipated Project Schedule**

The anticipated project schedule is as follows:

- RFQ Issue Date: December 16, 2024
- Deadline for Submissions: January 15, 2025
- Selection of Finalist Firms: January 19, 2025
- Contract Negotiations: January 20, 2025
- Project Commencement: February 3, 2025
- Current 3-Acre Permit Deadline: April 16, 2025 (DRHOA will request an extension, as needed)
- Completion of Design and full NOI Submission: July 11, 2025
- Expiration of POA grant: September 1, 2025

#### **5. Submission Requirements and Checklist**

Interested firms shall submit their qualifications in accordance with the following requirements:

- The content of the response should not be more than 10 pages, font size 12 minimum. Cover and title pages do not count towards the page limit.
- Section 1: Firm and Project Description: Provide a statement of qualifications, including the firm's experience and expertise in local stormwater engineering and management projects, including for 3-Acre sites, Act 250 permitting, Act 64 engineering work, as well as stormwater construction oversight.
- Section 2: Key Staff: Provide short resumes or bios of key personnel who will be assigned to the project, highlighting their relevant experience and qualifications in local stormwater engineering and management projects, including for 3-Acre sites, Act 250 permitting, Act 64 engineering work, as well as wetland assessment, and in navigating complex Vermont State processes, and advising on stormwater project financing.
- Section 3: Understanding of the project requirements and proposed approach: Provide a short summary of tasks for conducting similar 3-Acre permitting and NOI submission work.
- Section 4: References for similar projects in Vermont: Provide three references from clients for whom the firm has provided/is providing similar services, maximum over the last five years.

#### **6. Evaluation Criteria**

SoQs will be evaluated based on the following criteria:

Section 1: Firm and Project Description: Experience and expertise in local stormwater engineering and management projects, including for 3 Acre sites, Act 250 permitting, Act 64 engineering work, as well as stormwater construction oversight (35%).

Section 2: Key Staff: Qualifications and experience of key personnel (subconsultants included) in local stormwater engineering and management projects, including for 3 Acre sites, Act 250 permitting, Act 64 engineering work, as well as wetland assessment, and in navigating complex Vermont State processes and advising on stormwater project financing (35%).

Section 3: Understanding of the project requirements and proposed approach (20%).

Section 4: References for similar projects in Vermont (10%).

## **7. Selection Process**

DRHOA will evaluate the submitted qualifications and select at least three firms considered to be the most highly qualified to provide the services required. DRHOA will contact references provided by the firms and discuss the SoQs with finalist firms.

## **8. Contract Negotiation**

Following the selection of finalist firms, DRHOA will begin contract scope and budget negotiations with the most highly qualified firm to determine compensation that is fair and reasonable.

In the event that a contract cannot be negotiated with the most highly qualified firm, negotiations will continue in order of qualification.

Upon contract award, the firm selected shall need to submit proof of insurance for all work conducted per a final agreed scope of work.

## **9. Submission Instructions**

**Please submit qualifications electronically to [parkerbleslie@gmail.com](mailto:parkerbleslie@gmail.com) by January 15, 2025 by 5:00PM.**

## **10. Disclaimer**

DRHOA reserves the right to reject any and all submissions, in whole or in part. DRHOA is not obligated to select any firm for this project.