

**TOWN OF CHARLOTTE
REQUEST FOR PROPOSALS
FOR CONSULTANT TO ASSIST WITH
WASTEWATER & POTABLE WATER SUPPLY PERMITTING**

Summary

The Town of Charlotte, Vermont seeks proposals from qualified wastewater system designers/engineers to review wastewater system designs and drafts of wastewater system & potable water supply permits (“WW permits”) for the Town, which is delegated by the State to issue WW permits. Twenty-eight (28) WW permits were issued in 2015.

Submittal:

Proposals must be submitted to the Town of Charlotte by 4:00 PM on Friday, August 26th, 2016.

Proposals shall be submitted as sealed bids to the attention of Joe Rheaume, Zoning Administrator, Town of Charlotte, P.O. Box 119, 159 Ferry Road, Charlotte, VT 05445. E-mail submittals are not acceptable.

Each firm that wishes to submit a proposal in response to this request must submit one (1) hard copy signed by the official authorized to bind the firm to its provisions.

The following schedule is anticipated:

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|----------------------------------|-----------------------------------|
| 1. Deadline for Proposals | 4:00 PM Friday, August 26th, 2016 |
| 2. Anticipated Award of contract | September 12, 2016 |
| 3. Contract Term | One year from Award |

Scope of Services:

- A. Contractor will examine soils in test pits for suitability for wastewater disposal, and provide the Town with written summaries of his/her analysis and determinations.
- B. Contractor will review designs of wastewater disposal systems and provide the Town with written recommendations for approval, approval with conditions, or denial of permits; Contractor may contact applicants’ wastewater consultants directly in some circumstances.
- C. Contractor will review drafts of waste water permits based on State of Vermont delegation authority and provide input and assistance to the Zoning Administrator as needed.
- D. Contractor will provide information to allow permitting decisions to be issued on a timely basis.
- E. Contractor will very occasionally provide Town staff and volunteers with information and recommendations as requested regarding wastewater technology.

Proposal Information:

Please provide the following:

1. Identity, qualifications and experience of key personnel and team members, especially those individuals who will perform and supervise the work. Any sub-contractors will be identified as such
2. Demonstration of capacity to complete reviews and provide assistance in a timely manner
3. Statement indicating ability to provide for insurance requirements as listed below
4. Statement that the contractor/firm will not perform any wastewater engineering for projects within the Town if the contractor/firm is awarded the contract with the Town
5. Three references (including phone and e-mail contact information)
6. Engineering fees for the following:
 - a. Proposal for fees for the following categories of applications:
 1. Per application fee for new projects designed for 560 gpd or less
 2. Per application fee for minor repair or replacement systems 560 or less
 3. Per application fee for residential dwellings 560-1000 gpd
 4. Per hour commercial projects 560-1000 gpd
 5. Per hour projects 1000 gpd or greater
 6. Per application fee Minor Amendment (No increase in flow/No construction)
 - b. Per hour fee for work not associated with an application
 - c. Miscellaneous fees for expenses not included in categories above.

Insurance Requirements:

Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with liability coverage of no less than \$1,000,000 per occurrence and \$1,000,000 per aggregate, naming the Town of Charlotte as an additional insured. The Certificate must also include Workers Compensation Insurance, unless the selected bidder has no employees, in which case a Non-Employee Work Agreement and a Liability Hold-Harmless Agreement will need to be signed.

Town Contact:

Questions may be directed to Joe Rheume at (802) 425-3533 ext. 207 or jrheume@townofcharlotte.com.

The town reserves the right to select any bid for any reason, and to reject any or all bids.