



TOWN OF MILTON

43 Bombardier Road • Milton, Vermont 05468

TELEPHONE: 802-893-6655 • FAX: 802-893-1005 • www.miltonvt.gov

Request for Qualifications

Contractors in Plumbing Services for Milton Police Department

Issued: December 5, 2023 Due: January 5, 2023 by 2:00 PM

Contact Person: Lieutenant Frank Scalise, (802) 893-6171, frank.scalise@vermont.gov

*All questions related to this Request for Qualifications shall be addressed, in writing, to this individual no later than **December 29, 2023 by 5:00 PM.***

I. General Information

The Town of Milton is requesting Statements of Qualifications (SOQ) from independent contractors for upcoming renovations of the Milton Police Department (37 Bombardier Road). The Municipality is seeking one or more contractors with expertise in plumbing.

The successful contractors will be selected based upon their demonstrated ability to provide the highest qualified team to achieve the goals of the project through their SOQ and possible interview with the project manager.

The project is managed locally by Lieutenant Frank Scalise of the Milton Police Department, (802) 893-6171, frank.scalise@vermont.gov. The owner of the project is the Town of Milton and the ultimate authority for the contractor during the project rests with the Town of Milton Selectboard, through its Municipal Project Manager.

II. Project Background

The Milton Police Department is in need of multiple plumbing renovations. The current plumbing and fixtures are failing and have exceeded their service life. The facility contains two locker rooms, a single bathroom, a kitchen and a janitorial sink. The scope of work consists of removing multiple sinks, toilets, and plumbing fixtures. New fixtures will then be installed. The janitorial sink will be relocated along with the installation of an eyewash station. On-site assessments for the scope of work are suggested. The renovations must begin by May, 1 2023 and must be completed within 30 days, in a way that allows for as much continuous use as possible.

An onsite walk-through is available upon request.

III. Qualifications Based Selection Process

Construction Services for this project will be procured through a qualifications-based selection process (QBS) as determined by the Brooks Act (Public Law 92-582). This Request for Qualifications is a solicitation for a Statement of Qualifications (SOQ) from qualified firms.

IV. Scope of Work

The work required shall include, but is not necessarily limited to:

- Kitchen plumbing renovations
- Bathroom renovations to accommodate accessibility standards
- Compliant eyewash station installation

V. Schedule

The Police Department is a 24/7 facility and plumbing is actively failing. Therefore, the renovations must begin by May 1, 2023 and must be complete within 30 days. Only contractors who can meet this deadline will be considered.

VI. Qualifications Requirements

In order to be considered responsive to this request, please complete and return the information requested in the attached form. Please also attach a certificate of insurance and any other additional documents that further illustrate your business's qualifications for this project. Each submittal must conform to the following requirements.

1. The SOQ should demonstrate the contractor understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks to be performed in the course of supplying the services. Additionally, the qualifications of the contractor to supply the required services must be demonstrated.
2. Contractors will be evaluated on technical expertise and past performance. To assist with the evaluation, the following information shall be provided:
 - a. **Introduction** – SOQs shall include the following information relative to their firm.
 - i. Firm name and business address, including telephone number and email contact for the proposed project manager.
 - ii. Indication of whether the firm is licensed to do business in the State of Vermont, which is a requirement of this project.
 - iii. A description of the firm's general qualifications, including experience with similar types of projects.
 - b. **Rate list** – The contractor shall provide a list of billing rates for each service provided and each individual who would be assigned to the project. The contractor shall also provide information on any other pricing considerations and billing requirements of which the municipality should be aware.
 - c. **Indication of Availability** – The contractor shall indicate availability to meet the stated deadlines for the project
 - d. **References** – The contractor shall submit names, addresses, and phone numbers of at least three references familiar with the contractor's ability, experience, and reliability in the performance and management of projects similar in nature.

VII. Submissions

The Town of Milton will receive SOQs for the Milton Police Department Project by electronic submittal or hard copy. **SOQs are due by January 5, 2023 at 2:00 PM.** All submittals received via email will be acknowledged by email. Late submittals will not be accepted.

Bids shall be submitted to:

Lieutenant Frank Scalise
37 Bombardier Road
Milton, VT 05468
802-893-6171
Frank.Scalise@vermont.gov

An acknowledgement email will be sent to all firms submitting an SOQ. Questions about the project should be submitted in writing, and directed to Lieutenant Frank Scalise at the above email address. **All questions must be submitted in writing by December 29, 2023 by 5:00 PM.** A response to questions will be provided as an Addendum if necessary, and will be found on the Town's website. All SOQs must acknowledge the receipt of any addenda issued for this project.

All SOQs upon submission become the property of the Town of Milton. The expense of preparing and submitting an SOQ is the sole responsibility of the contractor. The Town reserves the right to reject any or all SOQs received, to negotiate with any qualified firm, or to cancel in part or in its entirety this RFQ if it is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

VIII. Selections

The contractor selection will be made by the project manager, who will review and evaluate all SOQs based on the following criteria:

Criteria	Weight	Maximum Points	Weighted Total
Understanding the Scope of Work	3	5	15
Knowledge of the Project Area	2	5	10
Qualifications / Experience	5	5	25
Ability to Meet Schedules & Budgets	5	5	25
Past Performance on Similar Projects	4	5	20
Knowledge of Federal and State Standards and Policies	1	5	5
TOTAL			100

The project manager may elect to interview contractors prior to final selection.

IX. Contract

The contractor, prior to being awarded a contract, shall apply for registration with the 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, 26 Terrace Street, Montpelier, VT 05609-1104. The telephone number is (802) 828-2386. The contract will not be executed until the contractor is registered with the Secretary of State's Office.

The contractor understands this contract will be governed by the attached Town of Milton Standard Terms and Conditions.

Enclosures:

1. Statement of Qualifications Form
2. Town of Milton Standard Terms and Conditions