

**TOWN OF HINESBURG**

**WASTEWATER TREATMENT FACILITY AND SEWER COLLECTION  
SYSTEM**

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

The Town of Hinesburg is in the process of obtaining Statements of Qualifications from qualified 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 associated with the Hinesburg sewer collection system and wastewater treatment facility upgrades.

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 three (3) copies and an electronic copy 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. The Statement of Qualifications submittal shall be less than 20 pages, double sided, excluding resumes. Submit the requested information to the Town of Hinesburg, Attn. Town Administrator, 10632 VT Route 116, Hinesburg, VT 05461; no later than June 11, 2018, by 1:00 pm 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 Hinesburg shall evaluate the statements of qualifications and performance data and other material submitted by interested firms, and may select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. Interviews may be conducted with each firm and would include discussions regarding anticipated concepts and proposed methods of approach. The Town of Hinesburg shall rank, in order of preference, the 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.