Procurement Documentation Memo

Date: 6/27/17
To: CLEAN WATER ADVISORY COMMITTEE
From: Dan Albrecht, CCRPC Senior Planner
Project: Underhill Stormwater Master Plan 2017

Procurement Process Used: Standard bid process, Request for Proposals
RFP issued on May 1, 2017. Distributed via:
- posting on CCRPC website
- posting on www.vermontbidsystem.com
- emailed directly via BCC to 15+ firms/consultants
Submittal Deadline: 4 p.m. EDT, May 22, 2017 via email

Proposals Received from:
-Fitzgerald Environmental Associates (FEA) Colchester, Vermont
-Watershed Consulting Associates (WCA) Burlington, Vermont
-Otter Creek Engineering (OCE) East Middlebury, Vermont

Proposals Review Process:
-A simple 100 point score sheet was used to rank the proposals. Proposals were ranked by a small committee consisting of Dan Albrecht and Regina Mahony of CCRPC, Danielle Owczarski of VT-DEC and Brian Bigelow of the Town of Underhill. A conference call meeting was held on 6/1/17 of the Committee (Mr. Strniste sat in for Mr. Bigelow). Combined scores were as follows:
-Fitzgerald Environmental Associates (FEA) 375 points
-Watershed Consulting Associates (WCA) 372 points
-Otter Creek Engineering (OCE) 296 points

Committee members felt that both FEA and WCA proposals were competitive with each other but felt further clarifications were needed on each of their proposals. A list of questions was developed by Committee members and emailed on 6/2/17 to FEA and WCA with a reply deadline of noon, 6/7/17. Both FEA and WCA answered the questions in a timely fashion and the Committee members along with Jim Pease of DEC met via teleconference on 6/8/17 and after a detailed discussion were unanimous that WCA’s proposal was the best fit for the project and best promoted the public interest. Additional detail on the rationale is noted below.

Firm Selected and Rationale

Watershed Consulting Associates, cost & technical proposals and additional submittal on file

Committee members felt that both FEA and WCA’s were well-qualified to conduct the work. However, WCA was selected over FEA for the following reasons:
-their project ranking and prioritization model weighted water quality improvement potential higher than that of FEA’s. SWMPs are a key backbone of the Tactical Basin Plans which form the implementation mechanism to meet the Lake Champlain TMDL. SWMPs help to cue up projects for potential funding and therefore these projects must have robust methodologies. WCA’s use of the WinSLAMM approach is appropriate to producing estimated water quality improvements for each recommended project.
-WCA has more experience with SWMP’s than FEA.
-WCA’s proposal included more time in conceptual design than project prioritization.