

**MS WORD TEMPLATE FOR SUBMISSION OF QUALIFICATION MATERIALS IN  
RESPONSE TO THE RFQ ISSUED  
TO MUNICIPALITIES & ORGANIZATIONS TO SERVE AS  
WATER QUALITY IMPROVEMENT PROJECT MANAGERS/IMPLEMENTORS**

1. Municipality or Organization name and business address, including telephone number and primary email contact.
2. If organization, please state date of incorporation in State of Vermont and type of organization. If your organization is a federally recognized 501-c-3, and/or or state registered non-profit, please state year(s) status confirmed. If neither, please name the organization which serves as your fiscal sponsor.

If municipality or regional planning commission, type in N/A regarding non-profit status.

3. Identification of basin(s) of interest. Please type in: Northern Lake Champlain Direct Drainages Basin (Basin 5)
4. Please list any and all grants from the State of Vermont for water quality related work that you have received and managed from 2018 through the present in the following format:

<b>Year Awarded</b>	<b>State of Vermont Grant Source (abbreviated), Name of Project</b>	<b>Type of Project (note all phases: development, prelim. design, final design, construction)</b>
<i>Example 2018</i>	<i>Example: DIBG: Jericho Center Circle Stormwater Improvements</i>	<i>Example: final design</i>
Example 2020	GIA: Mutton Hill Road, 2 segments, stone-lined ditch	Example: Construction

*Abbreviation key: ERP-Ecosystem Restoration Program; CWBG-Clean Water Block Grant; DIBG-Design Implementation Block Grant; GIA- Grants-in-Aid; GSIBG-Green Schools Initiative Block Grant; PPDBG-Partnership Project Development Block Grant; WBBG-Woody Buffer Block Grant; WCLP-Watershed Conservation License Plate; (ADD AS NEEDED)*

5. Please list any and all grants from Non-State-of-Vermont sources for water quality related work that you have received and managed from 2018 through the present in the following format:

<b>Year Awarded</b>	<b>Non-State-of-Vermont Grant Source (abbreviated), Name of Project</b>	<b>Type of Project (note all phases: development, prelim. design, final design, construction)</b>

Example 2018	Example: LCBP: Allen Drive SW Treatment	Example: final design
Example 2020	USFWS: Browns River culvert upgrade	Example: Construction

Abbreviation key: USACE- Army Corps of Engineers; EPA – Environmental Protection Agency; LCBP-Lake Champlain Basin Program); NRCS-Natural Resources Conservation Service; USFWS-U.S. Fish & Wildlife Service (ADD AS NEEDED)

6. Qualifications of and Experience of Key Staff

For each key staff member (up to three), respondents shall identify the person’s name, email address, tenure, role and their previous experience with similar projects (working with landowners, supervising subcontractors, grant/project management and reporting to funding agencies, and/or accounting/finance, etc.). Resumes are optional but if submitted please limit to one page per staff member. Typical staff members noted would be project managers, field staff and accounting / grant management staff

7. Financial and Accounting information proposed for work performed under this contract

- An hourly wage rate schedule for all potential employees billed to this contract for Fiscal Year 2024 starting July 1, 2023, thru June 30, 2024.
- Any proposed Overhead rates (e.g. Fringe benefits) expressed as a percentage of the hourly wage or as a cost per hour per employee for FY24. This can be a range if such detail is not available.
- Any proposed Indirect rate for FY24 that would be charged as well and if so to which types of expenses.
- An hourly dollar rate schedule for any equipment for FY24
- Any mileage rate for any vehicles for FY24
- Any proposed markup rate applied to bills from subcontractors, suppliers, etc. for FY24
- Type of accounting system.

*[ Note: Please include information on FY23 if you are submitting this information in response to the 2<sup>nd</sup> Call for Applications and you want to start your project before July 1, 2023. ]*

8. Diversity, Equity & Inclusion (DEI)

Please note, if applicable any partnerships or regular subcontracting or vendor relationships with any DBE<sup>1</sup> firms.

---

<sup>1</sup> *Disadvantaged business enterprise* or *DBE* means a for-profit [small business concern](#) -  
(1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and  
(2) Whose management and daily business operations are controlled by one or more of the [socially and economically disadvantaged individuals](#) who own it.

Lastly, please describe your commitment to, and experience with addressing diversity, equity and inclusion principles and how you would suggest incorporating these principles in the proposed project phases.

9. References

The respondent shall submit names, email addresses, and phone numbers of at least two references familiar with your municipality's /organization's ability, experience, and reliability in the performance and management of projects of a similar nature. Note: These can be from agencies that awarded grants to you.