**TEMPLATE FOR SUBMISSION OF PRE-QUALIFICATION PROPOSALS**

**IN RESPONSE TO THE RFQ**

**TO THOSE WISHING TO SERVE AS PROJECT CONTRACTORS (Include with cover letter)**

1. [Cover letter precedes]
2. Name of Contractor/Firm

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|  |

Physical Address

|  |  |  |  |
| --- | --- | --- | --- |
| Address | Town | State | Zip |
|  |  |  |  |

Mailing Address if different from physical address

|  |  |  |  |
| --- | --- | --- | --- |
| Address | Town | State | Zip |
|  |  |  |  |

1. Year established and State where organized/incorporated (include former firm names and year established, if applicable)

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1. Type of Ownership (e.g., sole/ partnership/ corporation; include name and location of parent company/subsidiaries if any)

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1. Licensed to do business in State of Vermont?

|  |  |
| --- | --- |
| Yes |  |
| No but will obtain license prior to awarding of any work |  |

1. Number of full-time employees and—separately—number of part-time employees routinely engaged

|  |  |
| --- | --- |
| Full time |  |
| Part time |  |

1. Brief description of general qualifications, including experience with similar types of contracts

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1. Basin(s) of interest (check if applies)

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| --- | --- |
| Lamoille Basin |  |
| Missisquoi Bay Basin |  |

1. Sector and Project Type Checklists

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| --- | --- |
| **Project Sector** (Select all that apply) | **Check here if you wish to prequalify in this sector** |
| Agricultural Pollution Prevention |  |
| Road Erosion |  |
| Stormwater |  |
| Forestry |  |
| Lake Shoreland |  |
| Rivers/Floodplains/Dam Removal |  |
| Wetlands |  |

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| --- | --- |
| **Project Types/phases** (Select all that apply.   | **Check here if you wish to prequalify performing this project type** |
| Identification/Inventory/Project Development/Master Planning |  |
| Preliminary (30%) Engineering Design |  |
| Final (100%) Engineering Design |  |
| Procuring Equipment for Best Management Practice installation and/or maintenance (forestry, stormwater/roads sectors) |  |
| Easement Design (Rivers/Floodplains/Dam Removal sector only) |  |
| Implementation/Construction  |  |
| Stormwater Practice Operation and/or Maintenance |  |
| Stormwater Practice Inspection / Verification |  |
| Natural Resource Assessment |  |
| Cultural Resource Assessment |  |
| Other (Describe) |  |

1. Qualifications and Experience Relating to Items on Checklists above. Attach and reference additional pages if necessary

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List relevant projects by name and watershed database ID number if applicable

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| Watershed Project ID number | Project Name /Description |
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1. Qualifications of and Experience of Key Staff (at least one but not more than five)

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| --- | --- | --- | --- |
| Name | Email | Position/ Time with firm (tenure) | Types of projects performed |
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Attach resumes

1. Any special technical resources your firm possesses or accesses (e.g., equipment, technology, access to materials, etc.).

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1. Debarment Documentation: If your organization has been debarred in the last five years please provide an explanation and documentation relating to the debarment. *Subgrantees may initially self-certify their debarment status. However, the CWSP will audit debarment status of subgrantees at least once within the three-year subgrantee agreement period.*

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1. Certificate of Good Standing: Is your organization compliant with Section 13 of Act 154 of 2016 – Certification for Grants? *Subgrantees may initially self-certify their adherence to Certificate of Good Standing requirements. However, the CWSP will audit Good Standing status of subgrantees at least once within the three-year subgrantee agreement period.*

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1. Description of the contractor’s commitment to, and experience with addressing, diversity and equity.

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1. Financial and Accounting information:

Type of Accounting system

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Overhead rate

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An hourly rate schedule for all job categories that may be utilized under this contract s

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1. References

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| --- | --- | --- | --- |
| Name | Position | Email | Telephone |
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