

**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 |
|---------|------|-------|-----|
|         |      |       |     |

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

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

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5. Licensed to do business in State of Vermont?

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

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

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

**Template for proposals involving any design and engineering services**

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

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

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

9. Sector and Project Type Checklists

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

| <b><u>Project Types/phases</u></b> (Select all that apply.)   | <b><u>Check here if you wish to prequalify performing this project type</u></b> |
|---|---|
| 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)  |   |

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

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

| Watershed Project ID number | Project Name /Description |
|-----------------------------|---------------------------|
|                             |                           |
|                             |                           |
|                             |                           |
|                             |                           |
|                             |                           |

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11. Qualifications of and Experience of Key Staff (at least one but not more than five)

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

Attach resumes

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

13. 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.*

14. 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.*

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

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16. 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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17. References

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