Request for Proposals
Underground Injection Control System
Operations and Maintenance

Burlington International Airport
1200 Airport Drive
South Burlington, VT 05403

Date of Issuance:
August 1, 2019

Pre-Proposal On-site Meeting
August 15, 2019
10:00 AM

Due Date:
August 29, 2019

Contact:
Larry Lackey
Director of Engineering and Compliance
Burlington International Airport
(802) 338-8106
llackey@btv.aero
I. **Overview and Background**

**Overview.** The Burlington International Airport (BTV) owns and operates 4 pump stations moving storm water, containing glycol at certain times a year, runoff from aircraft de-icing activities to 3 underground injection fields. BTV is seeking a qualified firm to provide the operations and maintenance of the Airports UIC System. This will be done consistent with all regulatory requirements.

**Background.** BTV is the premier northern New England airport offering direct and connecting services to domestic and international destinations. BTV is the main gateway to the State of Vermont and serves customers from numerous U.S. states and Canada. BTV is a department of the City of Burlington. The key to BTV’s success is its efforts to brand and promote the airport’s unique character and charm, which is reflective of Vermont. From the terminal facilities to its staff, BTV creates a one of a kind traveling experience in a convenient and welcoming atmosphere.

**Scope of Services.** Please refer to the attached Underground Injection Control Operations and Maintenance Manual. This document outlines the details of the system and the operations and maintenance requirements.

**Minimum Qualifications.** Participating firms and individuals should demonstrate the following minimum qualifications:

- Have a minimum of five (5) years relevant experience in providing this type services.

II. **Response Requirements and Process**

**Request for Proposals Format.** Participating firms and individuals should submit a proposal that reflects their ability to provide the requested services. All Proposals should be clear, concise, and allow BTV to efficiently evaluate the qualifications of the submitting firm or individual. All Proposals must, at a minimum, include:

1. A cover page with the name, address, and telephone number of the participating firm or individual.

2. A cover letter signed by the contact representative for the participating firm or individual expressing interest and capabilities for performing the services described in this Request for Proposals.

3. A detailed explanation of qualifications of the participating firm and of the individuals who would be assigned to provide the services described in this Request for Proposals.

4. Descriptions of past performance of similar services including a detailed explanation of the participating firm’s record and experience in the operation and maintenance of pump stations and injection fields.
5. Provide a detailed cost and fee proposal to provide the services outlined in the RFP annually for each year up to 5 years. Understanding that any tools needed to perform the requirements of this RFP are to be part of the awarded firm’s cost. Any materials needed to be purchased will need to be approved by BTV and follow the City of Burlington’s procurement policy.

6. An understanding that the selected firm will enter into a contract with BTV for operations and maintenance of the UIC System for a period of 3 years renewable up to 2 additional years for a total of up to 5 years.

**Pre-proposal On-site Meeting.** There will be a meeting to be held on the date provided to give an overview of the O&M manual and to do an on-site visit of the system infrastructure. At this time we will be able to answer questions.

**Deadline for Receipt of Qualifications.** Proposal’s must be received at the address and point of contact no later than 2:00 p.m. on the above due date. Late replies will not be accepted under any circumstances. Proposals may be submitted by e-mail or by mail but must be received by the point of contact by the required deadline.

* Submit by e-mail: Send your Proposals in a single PDF file to the contact e-mail address contained on the cover page of this Request for Proposals. The subject line of the e-mail should state: “Request for Proposals — BTV UIC System O&M Services.”

* Submit by mail: Send 4 printed copies of your Proposal in a sealed envelope to the contact mailing address contained on the cover page of this Request for Proposals. The envelope should be marked with a title on the outside of the envelope: “Request for Proposals UIC System O&M.”

It is the responsibility of the participating firm or individual to ensure that the point of contact has received a completed Proposal by the required deadline.

**Evaluation Process.** Proposals received by the deadline will be reviewed and evaluated by BTV staff based on the information provided in the RFP. Additional information may be requested prior to final selection. BTV staff will evaluate participating firms and individuals based on their demonstrated capabilities, personnel, past record, experience, fees and any other factors that BTV deems necessary to consider. BTV reserves the right to accept or reject any or all submitted Proposal’s with or without cause. Upon reviewing RFP’s, BTV expects to select multiple qualified firms and individuals from which it will request proposals for UIC O&M Services. The selection of qualified firms and individuals will be made by BTV in its sole discretion. Selected participating firms must be willing to submit proposals in response to a Request for Proposals for the services described in this Request for Proposals.

**Questions.** Questions and requests for clarification relating to this Request for Proposals may be made to the contact person at the e-mail address contained on the cover page of this Request for Qualifications. Only e-mail communications will be accepted. All questions and requests for clarification must be received by August 23, 2019. All responses to questions and requests for clarification will be posted to www.btv.aero as an amendment to the Request for Qualifications.

**Notification of Status.** Participating firms and individuals who are selected as a qualified candidate will be notified of their selection to move forward in the Request for Proposals process. Participating firms and individuals who are not selected will be notified after a contract has been awarded.
Amendments to Request for Proposal. It is the responsibility of participating firms and individuals to review BTV’s web site (www.btv.aero) and ascertain whether any amendments have been made prior to submission of a RFP. Participating firms or individuals who do not have access to the Internet must notify BTV that they wish to receive copies of changes, amendments, or written responses to questions by mail. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the Request for Qualifications.

III. Terms and Conditions

Participation in Request for Proposal Bidding. Selected participating firms and individuals are expected to participate in a competitive bidding process for the services described in this Request for Proposals. Participating firms and individuals are advised that the selected consultant will be required to enter into a contract with BTV, carry adequate insurance coverage, and indemnify the City of Burlington.

Costs Associated with Proposal. Any costs incurred by a participating or non-participating firm or individual in preparing or submitting a Proposal are the sole responsibility of that firm or individual. BTV will not reimburse any person for any costs incurred as a result of the preparation of Proposals in response to this Request for Proposals.

Compliance with Law. Participating firms and individuals are required to submit Proposals and perform services in accordance with applicable local, state, and federal laws and regulations. Participating firms and individuals are further advised that compliance with the City of Burlington’s Livable Wage Ordinance, Union Deterrence Ordinance, and Outsourcing Ordinance be required in order to qualify to perform the services described in this Request for Qualifications.

Intent and Purpose. It is the intent of this Request for Proposals to obtain services from qualified entities and not to prohibit or discourage prospective firms or individuals from submitting a Proposal. However, all participating firms and individuals are advised that any substantial deviations from the specifications of this Request for Proposals may not be accepted. Further, this Request for Proposals in no way obligates BTV to award a contract.

BTV Reservations. BTV reserves the right to reject any and all Proposals, to waive irregularities in any submittal, or to issue additional Requests for Proposals. BTV also reserves the right to modify, amend, alter, revise, or terminate the Request for Proposals or the criteria for selection of qualified firms and individuals without notice. BTV further reserves the right to request clarification of information submitted and to request additional information from any participating firm or individual.

Public Records. All Proposals will become the property of BTV and will become public documents subject to public disclosure under the Vermont Access to Public Records Act. Due regard will be given for the protection of proprietary information contained in all Proposals received. However, it is not sufficient for participating firms and individuals to merely state generally that a Proposal is proprietary in nature and not subject to the release to third parties. Those particular pages or sections of the Proposal that are asserted as proprietary and of a trade secret nature must be specifically identified and must be separated from other sections or pages of the Proposal. BTV will consider said information in responding to a public records request but does not guarantee that information will not ultimately be subject to public disclosure.

Coordination with City IT. The qualified firms or individual ultimately selected through a Request for Proposals process will need to coordinate some service provision, such as computer support or network support, with the City’s Innovation & Technology Department.
IV. Statutory and Other Requirements

The services requested may be funded with public funds. If so, participating firms and individuals will be required to comply with all federal, state, and local rules and regulations, including:

1. Civil Rights & Equal Opportunity. Participating firms and individuals shall not discriminate on the basis of race, color, national origin, sex, physical disability or veteran status in the award and performance of contracts.

2. DBE Obligations. Participating firms and individuals must assure that Disadvantaged Business Enterprises (DBEs)—as defined in 49 CFR Part 23—have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds.

3. City of Burlington Livable Wage Ordinance. As a condition of entering into an agreement with BTV after the conclusion of the Request for Proposals process, the selected firm or individual will be required to comply with the City’s Livable Wage Ordinance, which can be found at B.C.O. § 21-80 et seq.

4. City of Burlington Union Deterrence Ordinance. As a condition of entering into an agreement with BTV after the conclusion of the Request for Proposals process, the selected firm or individual will be required to comply with the City’s Union Deterrence Ordinance, which can be found at B.C.O. § 21-100 et seq.

5. City of Burlington Outsourcing Ordinance. As a condition of entering into an agreement with BTV after the conclusion of the Request for Proposals process, the selected firm or individual will be required to comply with the City’s Outsourcing Ordinance, which can be found at B.C.O. § 21-90.

6. Child Support Payments. As a condition of entering into an agreement with BTV after the conclusion of the Request for Proposals process, the selected firm or individual will be required to certify that—as of the date of signing the agreement—they are: (a) not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If the selected firm or individual is a sole proprietorship, the statement applies only to the proprietor. If the selected firm or individual is a partnership, the statement applies to all general partners with a permanent residence in Vermont. If the respondent is a corporation, this provision does not apply.

7. Tax Requirements. As a condition of entering into an agreement with BTV after the conclusion of the Request for Proposals process, the selected firm or individual will be required to certify—as required by law under 32 V.S.A. § 3113—that under the pains and penalties of perjury, the selected firm or individual is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the agreement.

8. Lobbying. If the awarded contract exceeds $100,000, as a condition of entering into an agreement with BTV after the conclusion of the Request for Proposals process, the selected firm or individual
will be required to certify that no Federal appropriated funds have been paid or will be paid by or to any person influencing or attempting to influence an officer or employee of a government agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, renewal, amendment or modification of any Federal Contract grant, loan or cooperative Agreement. The selected firm or individual will be required to complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying", if any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of a government agency or a Member of Congress in connection with the Federal Agreement, grant loan, or cooperative Agreement.

9. Airport Security Badging Requirements. As a condition of entering into an agreement with BTV after the conclusion of the Request for Proposals process, the respondent shall comply with all applicable regulations of 49 C.F.R. Part 1542. Respondent shall not do or permit its agents, employees, contractors, or suppliers to do anything at the Airport that would be in conflict with or violate the requirements of any Federal, State or local law, regulation, or security directive regarding airport security, TSA 1542, or the Airport Security Plan, as they may be amended from time to time. Upon award of contract, Respondent shall be responsible for obtaining and coordinating any security badging, vehicle decals, and/or any other actions required to ensure the compliance with all security requirements.

******* End of Request for Qualifications *******