SOUTHERN WINDSOR COUNTY
REGIONAL PLANNING COMMISSION

Ascutney Professional Building, Route 5
Post Office Box 320, Ascutney, VT 05030
802 674-9201 / Fax 802 674-5711
www.swcrpc.org

REQUEST FOR PROPOSALS (RFP)

September 28, 2018

PRELIMINARY ENGINEERING DESIGN: STORMWATER MANAGEMENT/TREATMENT INFRASTRUCTURE

Stormwater gully at the eastern end of Lincoln Street - Springfield, VT

The Southern Windsor County Regional Planning Commission (hereinafter "SWCRPC") and the Town of Springfield (hereinafter "the Town") invite qualified firms to submit project bids for 30% preliminary/ conceptual design for stormwater management and treatment infrastructure along Lincoln Street in Springfield, Vermont.

Three (3) sealed proposals must be mailed to:

Southern Windsor County Regional Planning Commission
C/O Chris Yurek
Post Office Box 320
38 Ascutney Park Road
Ascutney, Vermont 05030-0320

Proposals must be received by no later than the response deadline of Friday, October 26, 2018 by 4:30 PM ET. Late proposals will not be considered.

I. BACKGROUND & SUMMARY

The Town of Springfield is a large, urban community relative to the predominant Vermont landscape, and contains a large number of hills and valleys comprised of hydrologic Group A soils that are highly erodible. Many of the residential neighborhoods in Springfield were built without sufficient stormwater infrastructure to manage runoff from developed lands. This often results in a situation where large volumes of runoff begin flowing in a concentrated manner at high velocities. This scenario, coupled with a high concentration of Group A soils, has caused a number of massive stormwater gullies to form throughout Springfield. One such example is located at the eastern extent of Lincoln Street, between Valley Street and Lincoln Street, with Mile Brook flowing along the base of the gully shortly upstream of the confluence with the main stem of the Black River.

This gully is contributing massive loads of nutrients and sediment into Mile Brook, and ultimately, the Black River. In addition to water quality impacts, the gully is beginning the threaten the Health Care and Rehabilitation Services (HCRS) parking lot located at the east of Lincoln Street. It may also begin to threaten the facility in the future as erosion progresses.

In early 2018, the SWCRPC partnered with the Town of Springfield and the HCRS to pursue funding to engineer a solution to the problem. Funding has been secured through the Vermont Agency of Natural Resources (VT ANR) Department of Environmental Conservation (DEC) Ecosystem Restoration Program (ERP) to develop 30% conceptual design for stormwater infrastructure along Lincoln Street to capture and divert runoff away from the gully in an effort to slow or halt the erosion.

II. ANTICIPATED SCOPE OF WORK & DELIVERABLES

This project will involve the development of 30% conceptual design to manage stormwater along Lincoln Street in Springfield in an effort to divert flow away from a massive and very active gully located at the eastern extent of Lincoln Street. Conceptual designs shall include some form of stormwater treatment infrastructure at the outfall of the proposed diversion infrastructure (i.e. infiltration, bio-retention, etc.). At this time, the Project Team anticipates that stormwater diversion will likely be accomplished via additional catch basins along Lincoln Street feeding into culverts that will discharge behind the HCRS

facility to the treatment infrastructure. However, creative and cost-effective alternatives may be considered.

A major emphasis shall be placed upon the development of plans that will be cost effective to implement. Very costly best management practices (BMP's) such as subsurface infiltration chambers shall be avoided to the greatest extent possible. An additional point of emphasis will be close collaboration with the Town and HCRS throughout development of the conceptual design. The HCRS is amenable to housing stormwater infrastructure on HCRS property, so long as the infrastructure does not significantly impact day-to-day operations on a long-term basis (e.g. day-to-day impacts to operations that extend beyond the active construction period). The goal will be to develop conceptual plans that the relevant stakeholders are willing to implement in the future, while balancing cost-effectiveness and effective stormwater treatment. Design for remediation of the gully is outside the scope of this project and should not be included in proposals.

Additionally, the following deliverables shall be submitted to the SWCRPC:

1. Project summaries that identify site/design considerations, permitting needs, and water quality improvement objectives and goals – due by no later than April 1, 2019.

2. Preliminary design final report (includes 30% design plans, written landowner commitment to next project step, and preliminary costs estimates for both final design and implementation) – due by no later than August 1, 2019.

III. PROJECT SCHEDULE

The project schedule will be fairly flexible, as the grant under which this work is carried out does not mature until October 18, 2019. However, preference may be given to proposals offering more timely development of conceptual designs.

IV. REQUIRED PROPOSAL CONTENT

Interested bidders shall provide a completed Scope of Services as needed to complete the Scope of Work described herein. The proposal shall contain the following sections:

A. TECHNICAL: Describe the approach to be taken in addressing the Scope of Work. Specific tasks should be described briefly but in reasonable detail.

B. QUALIFICATIONS: Describe the Firm's related experience in design of stormwater management and treatment infrastructure. A statement demonstrating familiarity and experience with similar projects will be of particular interest.

C. COST PROPOSAL: The information requested in this section is required to support the reasonableness of your quotation. Please provide the following:
   - Estimated hours
   - Rate per hour
   - Total cost for each category and overall cost

D. PROOF OF INSURANCE: Proposals should include proof of general liability and property damage insurance, having all major divisions of coverage including:

Premises – Operations
Independent Contractor's Protective
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:
$1,000,000 per Occurrence
$1,000,000 General Aggregate
$1,000,000 Products/Completed Product Aggregate

E. REFERENCES: Please include at least two contacts for clients provided with similar services.

V. BUDGET

Funding for this project is provided by a grant through the Vermont Agency of Natural Resources (VT ANR) Department of Environmental Conservation (DEC) Ecosystem Restoration Program (ERP), as well as cash contributions from the Town and HCRS. The budget for preliminary design services shall not exceed **$7,750.00.**

VI. EVALUATION OF PROPOSALS

Evaluation will be done by committee, comprised of representatives from the Town, the SWCRPC, and the Vermont Department of Environmental Conservation (VT DEC). Evaluation of proposals will consider, but may not be limited to:

- Proposed cost (40 points)
- Experience with similar projects (20 points)
- Proposed project timeframe (10 points)
- General qualifications (15 points)
- Technical approach (15 points)

VII. PROCESS

SWCRPC, VT DEC and the Town will review proposals submitted in response to this RFP and will select one firm to perform the work. These entities reserve the right to seek clarification of any response submitted as well as the right to accept or reject any or all proposals.

Expenses incurred in the preparation of proposals shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply for reimbursement for the expenses. EOE; minority-and-women owned businesses are urged to submit proposals.

Proposals must be received by no later than the response deadline of Friday, October 26, 2018 by 4:30 PM ET. Late proposals will not be considered. If you have any questions pertaining to this RFP or desire additional information, please contact Chris Yurek at cyurek@swcrpc.org or by phone at 802-674-9201.

BID PROCESS TIMELINE	
BID STEP	DATE
1. RFP Issued	Friday, September 28, 2018
2. Questions regarding RFP due to SWCRPC	Friday, October 12, 2018 by 4:30 PM ET
3. SWCRPC responds to questions	Tuesday, October 16, 2018
4. Proposals due to SWCRPC	Friday, October 26, 2018 by 4:30 PM ET

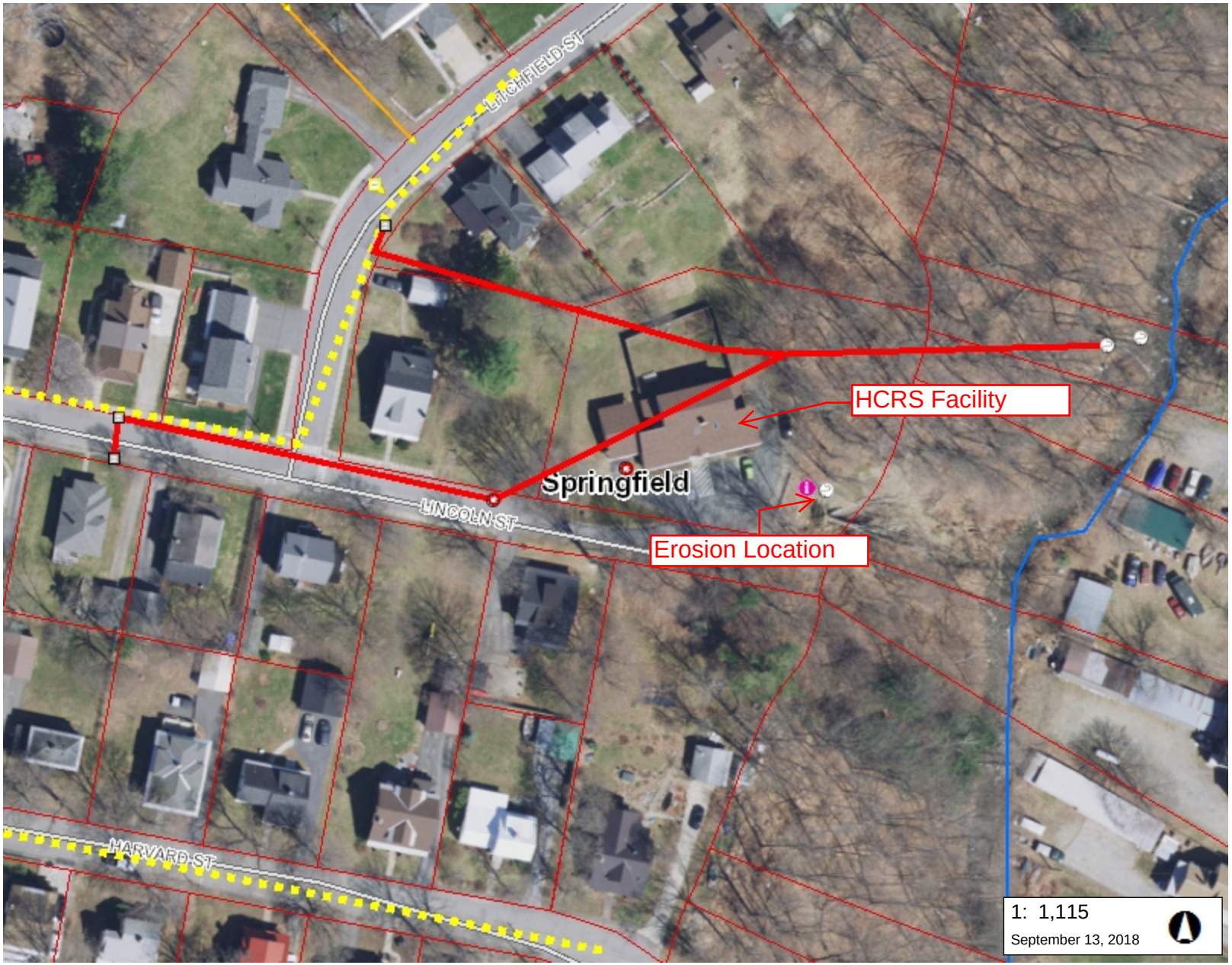
ATTACHMENT A – PROJECT LOCATION & EXISTING INFRASTRUCTURE MAP

VERMONT

Valley Street Existing Stormwater Lines

Vermont Agency of Natural Resources

vermont.gov



LEGEND

Existing stormwater point

- <all other values>
- Pipe Cross (not connected)
- Catchbasin
- Dry Well
- Drop Inlet
- Grate/Curb Inlet
- Yard drain
- Junction Box
- Stormwater Manhole
- Outfall
- Culvert inlet
- Culvert outlet
- Pond outlet structure
- Treatment feature (see notes)
- Retrofit
- Unknown Point
- Information Point

Existing stormwater line

- Storm line
- Storm line (old Sanitary line)
- Tunnel (storm)
- Swale
- Footing drain
- Under drain
- Roof drain
- Infiltration pipe

NOTES

Map created using ANR's Natural Resources Atlas

57.0 0 28.00 57.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 93 Ft. 1cm = 11 Meters

THIS MAP IS NOT TO BE USED FOR NAVIGATION