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REQUEST FOR PROPOSALS (RFP)

DEVELOPMENT OF A STORMWATER MASTER PLAN FOR THE TOWN OF SPRINGFIELD, VERMONT

Issued November 2, 2018

Deadline to submit questions November 14, 2018 by 5:00PM

Deadline for Submissions November 27, 2018 by 5:00PM

Prepared by:

Southern Windsor County Regional Planning Commission
Post Office Box 320
38 Ascutney Park Road
Ascutney, Vermont 05030

The Southern Windsor County Regional Planning Commission (hereinafter “SWCRPC”) and the Town of Springfield (hereinafter “the Town”) invite qualified firms to submit proposals for the development of a Stormwater Master Plan for downtown Springfield, Vermont.

Three (3) sealed Technical Proposals and three (3) separately sealed Cost Proposals, as well as one (1) electronic copy (such as on a thumb drive) of each must be mailed to:

Southern Windsor County Regional Planning Commission
Attn: 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 Tuesday, November 27, 2018 by 5:00 PM EST. Late proposals will not be considered.

I. BACKGROUND

Springfield is among the more urbanized communities in Vermont, particularly in the downtown area. The Black River and many of its tributaries flow through downtown Springfield, immediately upstream of the confluence with the main stem of the Connecticut River. The vast majority of stormwater infrastructure in downtown Springfield consists of closed conveyance systems fed via catch basins that generally manage stormwater, but offer no discernible stormwater treatment benefit. Many of these closed conveyance systems directly discharge to water courses, often with little to no treatment. These direct discharges result in sedimentation and nutrient loading, as well as toxic substance discharge.

Additionally, Springfield contains a large number of hills and valleys comprised of NRCS hydrologic Group A and B soils that are highly mobile. A number of residential neighborhoods adjacent to the State-designated downtown were constructed in the 1960’s without sufficient stormwater infrastructure to manage runoff from impervious surfaces. This often leads to large volumes of runoff flowing in a concentrated manner. This scenario, coupled with high concentrations of NRCS Group A and B soils, has caused a number of massive stormwater gullies to form throughout Springfield. These gullies also contribute large loads of sediment and nutrients to the Black River watershed.

As a means to begin to address these issues, the Town desires to engage a qualified consultant to develop a stormwater master plan for the State-designated downtown and some adjacent residential neighborhoods. The primary purpose of the Plan should be to: (1) Plan for incorporation of stormwater treatment and/or stabilization at outfalls of existing closed conveyance systems, (2) Plan for incorporation of green stormwater infrastructure (GSI) within the designated downtown area, and (3) Plan for effective management of stormwater in areas where it is presently insufficiently managed in order to mitigate large-scale erosion as a result of concentrated flows of runoff.

II. ANTICIPATED SCOPE OF WORK & DELIVERABLES

This project will involve the development of a stormwater master plan (SWMP) for downtown Springfield, Vermont as well as some targeted areas adjacent to the downtown area. Most of this area is commercial or suburban and the Plan may seek opportunity for low impact development (LID) retrofits. The Plan should include a generalized community-build out analysis with a focus on identifying new (and

retrofit) Green Stormwater Infrastructure (GSI) projects. The Plan may also explore opportunities to achieve compliance under the Municipal Roads General Permit (MRGP), particularly for road segments associated with closed conveyance systems (i.e. stabilization of eroded outfalls associated with large, hydrologically connected closed stormwater systems). Additionally, the Plan should include recommendations to better position the Town for compliance under the anticipated Developed Lands (3-acre) General Permit.

The Plan shall be developed as per Vermont Agency of Natural Resources (VT ANR) Department of Environmental Conservation (DEC) protocols outlined in the *Vermont Stormwater Master Planning Guidelines, revised January 12, 2018*. That guidance is available [here](#). More specifically, the SWMP shall be developed utilizing Template 2A noted in the *Vermont Stormwater Master Planning Guidelines*.

The Selected Consultant should use pre-existing data to inform the development of the Plan. Particularly the following reports:

1. 2016 Vermont DEC Springfield Stormwater Infrastructure Maps. Available [here](#). This information is also available as a layer on the ANR Atlas.
2. 2018 VT DEC Basin 10 Tactical Basin Plan. Available [here](#).
3. 2013 Springfield Illicit Discharge Detection and Elimination (IDDE) Study. Available [here](#).

The proposed Stormwater Master Plan will utilize the Vermont SWMP Guidelines and template noted above in order to:

- A) Summarize the relevant data from the previous studies noted above.
- B) Conduct field visits in the Town of Springfield, particularly the state-designated downtown and adjacent areas, including in-person meeting(s) with Town of Springfield staff to identify known problem areas associated with stormwater runoff.
- C) Develop a list of at least 20 potential projects with focus areas to include first, areas of preexisting development; and second, areas of anticipated development. The list shall be populated with project characteristics consistent with Vermont DEC’s Watershed Projects Database (WPD), available [here](#).
- D) Develop 30% conceptual design plans and preliminary cost estimates for eight (8) of the highest priority projects.

A comprehensive list of the project milestones and required deliverables is provided below. Firms opting to respond to this RFP may offer proposed due dates for each deliverable with the understanding that all deliverables must be submitted to the SWCRPC by no later than **September 25, 2019**.

MILESTONE		DELIVERABLE
1	Data acquisition & review complete	Locator map(s); documentation of data gaps; data library
2	Existing condition water quality improvement needs and objectives identified	Documentation of problem areas with locator maps and site photographs
3	Prioritization criteria developed; Project prioritization completed	List of criteria used for prioritization; Prioritized project list
4	Meeting(s) with stakeholders held	Summary of meeting(s)
5	Restoration plans developed for a subset of prioritized projects	Restoration plans of 8 prioritized projects including preliminary (30%) engineering designs and cost estimates

6	Stormwater Master Plan completed	Stormwater Master Plan (includes synthesis of prior completed project deliverables); locator maps of projects identified
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All electronic files, supporting data, GIS layers and documents generated by the retained consultant in the performance of this contract shall become the property of the SWCRPC and the State of Vermont. The Selected Consultant may retain copies of all files and documents.

III. PROJECT SCHEDULE

It is anticipated that desktop-based work (i.e. compilation of pre-existing data) will begin during the winter of 2018/2019, with fieldwork to begin during spring of 2019. Firms responding to this RFP are encouraged to propose due dates for each required deliverable. However, the final deliverable must be submitted to the SWCRPC by no later than September 25, 2019.

IV. REQUIRED PROPOSAL CONTENT

Firms responding to this RFP 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 PROPOSAL:** Technical Proposals should contain the following:
 1. Cover letter
 2. Qualifications: Describe the Firm’s related experience in conducting stormwater master plans in accordance with VT ANR protocols. A statement demonstrating familiarity and experience with similar planning projects will be of particular interest.
 3. Scope of Work: A Scope of Work for the project detailing the consultant’s proposed approach to addressing the tasks detailed in the RFP, as well as any recommended adjustments to the Scope of Work and/or individual tasks.
 4. Proposed Schedule: The schedule should include completion date of each deliverable as well as any key meetings. This project shall be substantially complete by no later than September 25, 2019.
 5. Management Structure: Discuss project management structure and relate the job categories listed in the Cost Proposal to the project tasks and deliverables.
 6. References: Please provide a minimum of two (2) references for clients provided with similar services, including name, telephone number, and email address of the contact person.
 7. Resumes of key staff

- B. **COST PROPOSAL:** Cost information shall be included with the Proposal. The following information, listing the prime consultant and each sub-consultant separately, shall be submitted (NOTE: The maximum payment to the Selected Consultant is not to exceed \$20,000):
 1. A schedule of staff to be assigned to the project, their hourly rates, and estimated hours per person by task.
 2. Overhead rates, travel, fees, mileage reimbursement, etc.
 3. Overall project cost.

- C. **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

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). The budget for stormwater master planning services shall not exceed **\$20,000.00**. Proposals offering fewer than eight (8) 30% conceptual designs *may* be considered if the scope reduction is necessary in order to provide a bid within the project budget.

VI. REVIEW OF WRITTEN PROPOSALS

All proposals will be evaluated using the criteria listed below by a selection committee comprised of staff of the SWCRPC, the Town of Springfield, and the Vermont Department of Environmental Conservation. Proposals will be ranked based upon the following criteria:

- Relevant qualifications of the firm and the personnel to be assigned to the project (30 pts)
- Demonstrated understanding of and experience in stormwater master planning and demonstrated understanding of the project deliverables (40 pts)
- Clarity of the proposal and creativity/thoughtfulness in addressing the scope of work (10 pts)
- The relative value and number of hours that the consultant will put into the project based upon the information contained in the Cost Proposal section of the submission (20 points)

The selection committee may elect to interview consultants prior to final selection.

The Southern Windsor County Regional Planning Commission (SWCRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

All proposals become the property of the SWCRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The SWCRPC reserves the right to accept or reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the SWCRPC. This solicitation of proposals in no way obligates the SWCRPC to award a contract.

If any proposer is aggrieved by the proposed award of the contract, they may appeal in writing, via U.S. Mail or Delivery Service or via email to the SWCRPC at:

Southern Windsor County Regional Planning Commission
Attn: Chris Yurek
Post Office Box 320
38 Ascutney Park Road
Ascutney, Vermont 05030
E-mail: cyurek@swcrpc.org

The appeal must be postmarked or sent within fourteen (14) calendar days following the date of the written notice to award the contract.

Proposals must be received by no later than the response deadline of Tuesday, November 27, 2018 by 5:00 PM EST. 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 by no later than Wednesday, November 14, 2018 by 5:00 PM EST.

RFP TIMELINE	
STEP	DATE
1. RFP Issued	Friday, November 2, 2018
2. Questions regarding RFP due to SWCRPC	Wednesday, November 14, 2018 by 5:00 PM EST
3. SWCRPC responds to questions	Thursday, November 15, 2018
4. Proposals due to SWCRPC	Tuesday, November 27, 2018 by 5:00 PM EST