

**Castleton TAP TA 19(3)**  
**Request for Proposals**  
**Staso Road Stormwater Scoping Study**  
**Town of Castleton, Vermont**

**Date Issued: September 15, 2020**

**Date Due: October 9, 2020**

**Contact person: Devon Neary, Transportation Planner, Rutland Regional Planning Commission, 802-775-0871 x203, [devon@rutlandrpc.org](mailto:devon@rutlandrpc.org).** All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the Date Due above.

## **I. INTRODUCTION**

The Town of Castleton is requesting proposals for production of a scoping study of the Staso Road Town Transfer Station area and several adjacent road segments to address the stormwater from the road as well as the adjacent land uses, particularly the transfer station and sand pile. Pond Hill Brook runs parallel to and on the southwest side of Staso Road in the vicinity of the highway garage and transfer station. Located on Staso Road, uphill from the hydrologically connected road segments which drain into Pond Hill Brook, Castleton's Transfer Station has complex stormwater runoff issues.

Closest to the road, east of the entrance driveway into the transfer station, is the town's sand pile and a small salt shed. The sand pile is not covered and because it is directly adjacent to the road, when a rainstorm occurs, the wet sand spreads into the drainage ditches and eventually the brook. The scoping study will quantify the need for and inform the location of a potential new salt and sand shed to eliminate stormwater runoff.

Presently at this site, the Town of Castleton partnered with the Poultney Mettowee Natural Resources Conservation District (PMNRCD) and installed a sediment forebay and dry swale to attenuate high sediment loads from the Town transfer station property, treating runoff from approximately 0.5 acres of impervious surfaces that currently drain directly into Pond Hill Brook. The current project is focused on alleviating runoff from a portion of the transfer station site.

The scoping study will evaluate current conditions at the Castleton Transfer Station and along the adjacent road segments. An alternatives analysis considering the best configuration of facilities and operations at the transfer station (with emphasis on the salt/sand shed location) will be completed. This project will provide the town with the basis for proper design and construction of stormwater treatment and control practices as well as sediment control practices necessary to minimize the adverse impacts of stormwater runoff from Staso Road, the transfer station and sand pile.

The scoping study will be funded in part by the Federal Highway Administration and the Town of Castleton, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Bureau (MAB). The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of Castleton Selectboard.

Project development must follow the VTrans Municipal Assistance Bureau (MAB) process.

Questions related to the MAB project development process can be answered by Castleton TAP, VTrans Project Supervisor Peter Pochop, Municipal Assistance Bureau, by phone at (802) 477-3123) or email at [Peter.Pochop@vermont.gov](mailto:Peter.Pochop@vermont.gov).

All work will be accomplished in accordance with the following:

- MAB Guidebook for Municipally Managed Projects (found on the VTrans MAB website <https://vtrans.vermont.gov/highway/local-projects> ).
- MAB Project Development Process flow chart (found on the VTrans MAB website).
- Specifications for Contractor Services (<https://vtrans.vermont.gov/highway/local-projects>).

## II. SCOPE OF WORK

In general, the scope of this project will consist of a planning process that identifies the specific needs of the Town related to scoping stormwater within the area of the Town of Castleton Transfer Station. Second, an assessment of the existing conditions. Finally, an analysis of alternatives for future salt/sand shed locations, future stormwater work, and an evaluation of how this work will fit into a future 3-acre permit. The outcome of the process will include:

- Identification and prioritization of facility siting and stormwater drainage improvements within and adjacent to the Castleton Transfer Station
- A public involvement process to ensure local input and support of projects
- An assessment of historic, archaeological and environmental impacts
- Clear, written documentation of project issues and overall feasibility
- A complete preliminary cost estimate for further engineering, project administration, environmental review, and construction

The draft and final reports will include all elements of this RFP in a format outlined in section L.

### A.) Project Kickoff Meeting

Meet with Town, MPM, and State officials (MAB Transportation Alternatives Coordinator) and a local project steering committee (if applicable) to develop a clear understanding of the project goals, objectives, timelines and deliverables.

### B.) Compile Base Map/Document Existing Conditions

Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town (if available) and other natural resource-based GIS data available from the RPC or the Vermont Center for Geographic Information (VCGI). The compiled information must be displayed in an ArcView-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcView. Existing conditions to be noted include presence of existing Town facilities, roadway widths, surface and subsurface drainage, surface waters and any other items the consultant feels are appropriate. Additional items to be mapped may include natural resource constraints, utilities, historic and archaeological impacts, etc. Additionally, the consultant will collect additional stormwater information such as surface conditions, erosion, and runoff data. The consultant may elect to undertake a topographic survey to more accurately map roadway widths, location of existing buildings, drainage facilities and any other features that may be critical to the design of the project.

### **C.) Local Concerns Meeting**

The consultant will organize and moderate a local concerns meeting with Town representatives and State officials. This meeting will include the public to develop a clear understanding of the project goals, objectives and concerns. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed scoping project. As an outcome of the local concerns meeting and the project kickoff meeting, the consultant will develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions.

### **D.) Identify Land Use Context**

The consultant will identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed (e.g. rural, suburban, village area, etc.) Based on existing land use patterns and related stormwater issues, the consultant will document predicted and existing stormwater patterns to gain an understanding of the best type and location of stormwater mitigation projects. The consultant shall discuss how the proposed projects will address and improve stormwater issues in the project area, especially as they relate to the Town salt shed.

### **E.) Develop Conceptual Alternatives**

The consultant will be responsible for identifying potential alternatives for the proposed salt shed (and related transfer station infrastructure) location and stormwater infrastructure utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should also include potential road stormwater management for segments of Staso Rd adjacent to the Transfer Station property that do not meet MRGP

standards. The consultant will also review the proposed alternatives to ensure that they meet the Act 64 and Municipal Roads General Permit Guidelines other applicable State and Federal requirements.

If the proposed stormwater improvements cover a large distance and will likely be implemented in phases, the consultant shall make suggestions about how to break up the project into logical segments. The consultant will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building faces and other features.

Note that if proposed alternatives lie within State of Vermont rights-of-way, coordination with various sections of VTrans must take place. At a minimum, the District Transportation Administrator and the Permitting Services section (provide permits for work in State ROW) should be involved. Other possible sections are Vermont Department of Environmental Conservation Permitting Specialist and Stormwater Program.

**F.) Identify Stormwater Runoff Issues**

Compile stormwater runoff impacts in area of the Town Transfer Station. The consultant should identify the major sources and pathways of runoff and pay particular attention to the Town salt shed. Scoping should include analysis of potential siting locations for the salt and sand shed on other areas of the property to address current runoff conditions. The consultant should consider general stormwater runoff from the impervious surfaces as they relate to the road stormwater management within the Staso Road right-of-way and assist the town with scoping improvements to meet MRGP standards on hydrologically connected road segments adjacent to the Transfer Station property. The consultant will prioritize the list based on presumed impacts to local water quality.

**F.) Identify Right-of-way Issues**

Compile all right-of-way and abutting property ownership information along the proposed alignment of the project, including roadway and rail road where applicable. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits) on affected property. Map right-of-way information on the same base mapping as the existing conditions – Task B.

**G.) Identify Utility Conflicts**

Identify and discuss all public and private underground and overhead utilities (water, sewer, fiber optics, electric, TV, cable, phone) in the project area. Include a preliminary assessment of whether any relocations will be required. Will the relocations occur outside of the existing Rights of Way? For underground utilities, an assessment should be

made of whether they will be impacted by construction of the proposed improvements. The assessment should include identification of owners of potentially impacted utilities.

## **H.) Identify Natural and Cultural Resource Impacts and Permitting Requirements**

Identify natural and cultural resource impacts including wetlands, surface waters, floodplains, river corridors, lake shorelands, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic, archaeological and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250.

Any needed environmental resource work shall be conducted by qualified professionals in that field (i.e. wetland reviews conducted by qualified wetland biologists, historic preservation reviews by historic preservation professionals, archaeological reviews by archaeologists, etc.), and should be well documented in the scoping report. Reviews can be completed with remote sensing, maps, archives, professional judgement and minimal field work, if any. More detailed analysis of reviews will be completed during design stages of the project. Project area should be depicted on a map. Environmental resource areas and impacts should also be delineated/illustrated/or otherwise described on the map.

Historic and Archaeological resources will be reviewed to determine potential direct and indirect impacts to those resources. Consultants should identify a proposed Area of Potential Effects (APE) for both direct and indirect effects. For the Historic resources, the correct level of study for above-ground resources would be a survey that identifies properties in the APEs that are potentially eligible for listing on the National Register of Historic Places. For Archaeology, the correct level of effort is an Archaeological Resources Assessment (ARA) which involves no excavations, but identifies where and how much of a proposed project area has archaeologically sensitive land. This is based on the Predictive Model developed by the SHPO office, historic maps such as Beers, Wallings, Sanborn for urban areas, Google imaging using the timeline feature to potential land changes over the years and the On-Line Resource Center (ORC) for professional archaeologists conducting work in Vermont. See link below. Field visits may be required to verify any disturbance but at this preliminary level, a desk review may be sufficient to determine general sensitivity.

<https://accd.vermont.gov/historic-preservation/identifying-resources/online-research-center>

Because an alternative has not yet been selected, all Environmental Resource ID work shall include the general project area in which all proposed alternatives will take place. If alternatives are provided in the scoping report, then recommendations for the alternatives' impact on environmental resources shall be stated in the scoping report, along with anticipated permit requirements.

When possible, documentation from appropriate state and federal agencies (e.g. Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) should be included to summarize the extent to which resources may or may not be impacted. The consultant will identify any permits that will likely be needed for the project.

The Vermont ANR Natural Resource Atlas *and BioFinder* are web-based mapping tools which should be used to approximate natural resource features. The Atlas serves as a quick reference to help determine which resources, mentioned above, are possibly located within the project limits. To aid in the review the following web applications should be viewed and referenced.

ANR Natural Resource Atlas: <http://anrmaps.vermont.gov/websites/anra/>

- Wetland VSWI & Wetlands Advisory layers
- VT Fish and Wildlife Layers (RTE, uncommon species, deer wintering)
- Hydric Soils layers
- Rivers layers

ANR BioFinder: <https://anr.vermont.gov/maps/biofinder>

The Vermont Significant Wetland Inventory (VSWI) and Wetlands Advisory layers are good places to start to determine potential presence of wetlands although, all state significant wetlands are not mapped. The hydric soils mapping indicates additional areas where wetlands may be present. The actual boundaries and presence of wetlands must always be determined in the field by a professional wetland scientist.

The DEC Watershed Management Division has regional resource scientists who are available to help with project scoping and permitting requirements. In addition, the DEC Stormwater Program regulatory oversight and technical assistance to ensure proper design and construction of stormwater treatment and control practices as well as construction-related erosion prevention and sediment control practices. The consultant should also make reasonable effort to minimize conflicts and align projects goals as practicable with known community stormwater master plans, tactical basin plans, jurisdictional features associated with State stormwater permits, planned stormwater retrofits and other related considerations which may be affected by the project.

This resource work will inform the alternative selection so that the project avoids and minimizes, to the extent practicable, impacts to environmental resources. Thorough and well-documented resource identifications will inform the selection of the Least Environmental Damaging Practicable Alternative (LEDPA) and development of Conceptual Plans. Scoping reports will be reviewed by the VTrans Project Delivery Bureau Environmental Section

## **I.) Alternatives Presentation**

All of the proposed alternatives (including a mandatory “no build” alternative) will be evaluated in an alternatives matrix. The matrix will include resource impacts, right of way impacts, utility impacts, ability to meet the project purpose and need, estimated cost and any other factors that will help the community evaluate the alternatives being considered. Taking into consideration previously gathered information, conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development.

**J.) Develop Preliminary Cost Estimates**

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. Construction cost estimates shall include preliminary bid item quantities. Per foot or lump sum costs will not be an acceptable substitute. The estimates should be based on the assumption that the project will be constructed using a combination of Federal and local funding and will be managed by the local community. The cost estimates should include amounts for construction, engineering, municipal project management and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.

**K.) Project Timeline**

The consultant will provide a project development timeline that takes the project through the design, permitting and construction phases assuming the use of a combination of Federal and local funding. If necessary, the consultant will develop a project phasing plan for construction of the project over a multi-year period.

**L.) Report Production**

Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final reports outlining the findings of the study. The draft report must be submitted to VTrans for comment prior to issuing a final report. A minimum of 3 weeks must be allowed for VTrans review of the draft report. A public informational meeting will be held to review the draft report before completion of the final report. The consultant shall follow the report format shown below and is expected to include all of the elements listed in this RFP. It is expected that the local legislative body will endorse or decline the proposed project at this meeting.

**Recommended Format for Final Scoping Report:**

Purpose and Need of the Project  
 Project Area and Existing Conditions  
 Each Alternate Should Define:  
 - Stormwater Impacts

- Right of Way Impacts
  - Utility Impacts
  - Natural & Cultural Resource Impacts
  - Preliminary Project Cost Estimate
  - Future Maintenance
- Public Involvement  
 Compatibility with Planning Efforts  
 Project Timeline  
 Viability

### **III. STANDARDS AND DELIVERABLES**

- A.)** All documents should be provided in both hard copy (paper) and digital format. All hard copies of draft and final reports shall be printed on both sides (i.e. double-sided). Adobe .pdf format is required for the draft and final reports.
- B.)** All data, databases, reports, programs and materials, in digital and hard copy format created under this project shall be transferred to the Town/City or RPC upon completion of the project and become the joint property of the Town/City or RPC and the State of Vermont when applicable.
- C.)** The consultant will provide three copies of the draft and final reports. One digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the VTrans project supervisor and the Town.

### **IV. RESPONSE FORMAT**

Responses to this RFP shall consist of:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Town of Castleton including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.

4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
8. A representative work sample similar to type of work being requested.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

B.) A separate cost proposal consisting of:

1. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

## V. CONSULTANT SELECTION

The Selection Committee is made up of Municipal Project Manager, Devon Neary; Castleton Town Manager Mike Jones; Castleton DPW Supervisor Ed Savage; and PMNRCD Director Hillary Solomon. The Selection Committee will make a recommendation to the MAB Project Supervisor and the Town Selectboard to award a contract.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Qualifications of the firm and the personnel to be assigned to this project.	2	5	10
Experience of the consultant personnel working together as a team to complete similar projects.	3	5	15
Demonstration of overall project understanding and insights into local conditions and potential issues.	5	5	25
Clarity of the proposal and creativity/thoroughness in addressing the scope of work.	6	5	30

Submission of a complete proposal with all elements required by the RFP	2	5	10
Quality of representative work sample	2	5	10
<b>TOTAL</b>			<b>100</b>

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. The Town of Castleton reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the Municipality requesting approval of such a change. This change will also need to be approved by VTrans.

The committee will select the consultant on or about **October 23, 2020** to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

## **VI. SUBMISSIONS**

Consultants interested in this project should submit their proposal to the contact name and address indicated.

Due to COVID-19, please submit proposals as an **electronic submission** via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted.

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

## VII. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Castleton Selectboard, 263 Route 30 North, PO Box 727, Castleton, Vermont 05735. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Bureau Guidebook Appendix. The certificate of insurance coverage shall be documented on forms acceptable to the Town.