



# REQUEST FOR PROPOSALS

## Water Quality Project Development – Engineering Services

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### OVERVIEW

The Central Vermont Planning Commission (CVRPC) invites qualified firms to submit a Scope of Work and Cost Proposal to assist with General Project Scoping for fifteen water quality restoration projects and Specific Project Development for three to five priority water quality restoration projects in the Upper Winooski Basin.

Inquiries regarding this Request for Proposals (RFP) may be directed to Lincoln Frasca, Planner, Central Vermont Regional Planning Commission via email at [frasca@cvregion.com](mailto:frasca@cvregion.com). Please submit questions pertaining to this RFP by 12:00 PM 3 May 2024 with the subject line "Water Quality Project Development Questions." Answers to questions will be compiled into a single document and attached to the bid advertisement on the [Vermont Bid Registry](#) and posted to the [CVRPC website](#) by close of business on 3 May 2024. If changes are made to this RFP, an addendum will be issued to firms that express interest and provide CVRPC with contact information. Any addendum(s) will also be attached to the original advertisement on the [Vermont Bid Registry](#) and posted to the [CVRPC website](#). **Proposals must be submitted by 4:00 PM 10 May 2024.**

CVRPC encourages qualified disadvantaged (DBE) and women-owned (WBE) businesses to submit proposals. Proposals are required to document whether the individual is a DBE or WBE. CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4) and its associated regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford DBE and WBE full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. It

is the policy of CVRPC that DBEs have the opportunity to participate to the maximum extent feasible in procurement and contracting.

## **SCHEDULE**

<b>Date</b>	<b>Item</b>
4/22/2024	Request for Proposals issued
5/3/2024	12:00 PM (noon) deadline for submission of questions
5/3/2024	Response to questions posted on <a href="#">Vermont Bid Registry</a> and the <a href="#">CVRPC website</a>
5/10/2024	Proposals Due by 4:00 PM
5/13/2024	Award Notification
5/14/2024	Estimated Contract Start
6/24/2024	Contract Completion

## **BACKGROUND**

CVRPC evaluated Stormwater Master Plans, Stormwater Infrastructure Mapping Reports, River Corridor Plans, Stream Geomorphic Assessments, and the Department of Environmental Conservation (DEC) Watershed Projects Database to identify potential water quality restoration projects in the upper reaches of the Winooski River Basin. Working with the DEC Winooski Basin Planner, a list of fifty water quality restoration projects was generated in the fall of 2023. Input from clean water partners was used to narrow the original list of projects to the 15 included in the list below.

This project seeks a Professional Engineer to provide project scoping and development services to further investigate the 15 projects. As the Clean Water Service Provider for the Winooski River Basin, CVRPC has a vested interest in advancing water quality restoration projects, especially non-regulatory, cost-efficient, phosphorous-reduction projects. The outcome of this effort will be a list of high-priority projects whose advancement (i.e. through design and implementation phases) can be supported with Formula Grant Funding.

## **PROJECT DESCRIPTION**

The 15 projects to be evaluated are located within the Upper Winooski Basin and target the headwaters of major tributaries. Five of the projects are on municipally-owned land. Several others involve a mix of public and private

property, with the remaining few located exclusively on private property. Project types include:

- 4 stormwater projects,
- 3 bank / gully stabilization projects,
- 3 riparian buffer planting projects and,
- 5 floodplain / stream restoration projects

The Selected Consultant will assist with scoping services for all 15 projects and Specific Project Development of 3 – 5 of the highest priority projects. Priority projects will be identified based on overall feasibility and phosphorus-reduction cost-efficiency. It is likely that the projects advanced for Specific Project Development will be those situated entirely on municipally-owned land.

**The total budget for this project shall not exceed \$7,000.**

The list of projects to be investigated is presented below. Town name, project name, sub-basin, GPS coordinates, and source documents are provided for all projects. When available, Watershed Projects Database numbers, estimated phosphorous reduction and construction costs are included.

1. Berlin – Stormwater control along Rt. 62, Stevens Branch (44.21671, -72.54108). P-reduction estimate: 23.4 kg. Cost estimate: \$155,000.\* (Berlin Stormwater Infrastructure Mapping Report)
2. Calais – Gully stabilization on Marshfield Road, Kingsbury Branch (44.36228, -72.4313). WPD #8629. P-reduction estimate: 4.58 kg. Cost estimate: \$7,000.\* (Kingsbury Branch Stormwater Master Plan)
3. East Montpelier – Stormwater Control at Town Garage and Fire Station, Mainstem Upper Winooski Sub-Basin (44.3158, -72.52092). WPD #8644. P-reduction estimate: 2.27 kg. Cost estimate: \$34,000.\* (Kingsbury Branch Stormwater Master Plan)
4. Barre Town – Gully Stabilization on Dianne Lane, Stevens Branch Sub-Basin (44.15778, -72.50677). WPD #9888. P-reduction estimate: 55.64 kg. Cost estimate: \$222,763. (Barre City, Barre Town and Plainfield Stormwater Master Plan)
5. Berlin – Stormwater control along Route 12 the Dog River, Stevens Branch (44.22821, -72.60793). WPD #8276.\* (Dog River Corridor Plan)
6. Berlin / Montpelier – Riparian Buffer Planting at Dog River Recreation Fields (44.25294, -72.60205). WPD #8253. (Dog River Corridor Plan)

7. Cabot – Floodplain / Stream Restoration at Town Recreation Fields, Headwaters Sub-Basin (44.40661, -72.31013). WPD #8465. (Watershed Projects Database)
8. Cabot – Berm Removal and Buffer Planting at Town Recreation Fields, Headwaters Sub-Basin (44.40644, -72.30867). WPD #8468.\* (Watershed Projects Database)
9. Plainfield – Riparian Buffer Planting at Town Recreation Field, Tributary to Upper Winooski (44.27674, -72.4265). WPD #8351. (Watershed Projects Database)
10. Plainfield – Berm Removal at Town Recreation Field / Wastewater Treatment Facility, Tributary to Upper Winooski (44.27593, -72.42866). (Watershed Projects Database)
11. Berlin – Bank Stabilization on Highland Ave., Stevens Branch (44.215339, -72.534982). P-reduction estimate: 1.4 kg. Cost estimate: \$5,000. (Berlin Stormwater Infrastructure Mapping Report)
12. Duxbury – Berm Removal on Dowsville Brook, Mad River Sub-Basin (44.249598, -72.787508). (Moretown River Corridor Plan)
13. Cabot – River Corridor Restoration, Headwaters Sub-Basin (44.38085, -72.33169). WPD #8481. (Upper Winooski River Corridor Plan)
14. Calais – Riparian Buffer Planting, Kingsbury Sub-Basin (44.35655, -72.43998). WPD #8202. (Kingsbury Branch River Corridor Plan)
15. Berlin – Bioretention at Shopping Center (44.22946, -72.55019). P-reduction estimate: 4.1 kg. Cost estimate: \$48,192. (Berlin Stormwater Infrastructure Mapping Report)

\*Denotes a project entirely on municipal property

## **SCOPE OF WORK – REQUIRED SERVICES**

### **TASK 1: ATTEND PROJECT KICK-OFF MEETING AND SITE VISIT**

The Selected Consultant shall attend a project kick-off meeting with CVRPC and the Winooski River Basin Planner to discuss timeline, division of labor, project status updates, and any other issues pertinent to the project. The meeting may be held in person or remotely at the discretion of the participants. CVRPC will schedule the meeting within one week of the contract start date.

## TASK 2: INITIAL SCOPING

The Selected Consultant shall conduct a desktop analysis of all 15 projects to assess project specifications and prepare for site visits. Where possible a preliminary phosphorus-reduction estimate should be calculated.

## TASK 3: SITE VISITS

CVRPC will take the lead on establishing landowner communication. The Selected Consultant shall assist CVRPC with site visits for all 15 project sites. All site photos and notes, including landowner communications, shall be submitted to CVRPC and the Basin Planner. Post-site visits the Selected Consultant shall review phosphorus-reduction estimates with the Basin Planner to ensure accuracy.

## TASK 4: ASSESS PERMIT NEEDS AND PROJECT ELIGIBILITY

The Selected Consultant shall document any permit requirements for project implementation, including potential challenges or conflicts for obtaining said permit(s), and provide a determination of eligibility for DEC Clean Water Funding for all 15 projects. The Selected Consultant will recommend 3 - 5 projects to advance to Specific Project Development. Projects prioritized for Specific Project Development must be non-regulatory, meet the definition of a Clean Water Project as outlined in the Clean Water Service Provider Rule and comply with the Clean Water Initiative Program Funding Policy Eligibility Criteria.

## TASK 5: SPECIFIC PROJECT DEVELOPMENT

The Selected Consultant shall develop basic project concept drawings, preliminary cost estimates, and recommended next steps for specific development of the 3 - 5 priority projects identified in Task 4.

## TASK 6: FINAL REPORT

The Selected Consultant shall submit a final report with a narrative summary of all tasks completed including but not limited to;

- List of projects scoped but not developed,
- List of developed projects including:
  - Site photos,
  - Barriers to implementation,
  - Operation and Maintenance (O&M) considerations, and
  - Potential water quality benefits.

## MILESTONES & DELIVERABLES TABLE

The table of Milestones and Deliverables below corresponds to Tasks 1 – 6 (detailed above). **Please copy the table and paste it into your proposal. Provide proposed due dates for each task & deliverable in the Delivery Date column.**

TASK		DELIVERABLE(S)	DELIVERY DATE
1	Kick-off meeting	Copy of kick-off meeting notes	
2	Initial scoping completed	Preliminary phosphorus- reduction estimates	
3	Site visits conducted	a) sit visit photos b) site visit notes / landowner communications c) Phosphorus reduction estimates	
4	Permit needs and project eligibility assessed	a) Documentation of required permits; b) Indication of potential challenges / conflicts for obtaining permit; and c) Evidence that priority projects meet DEC CWIP Guidelines for Formula grant funding.	
5	Project Development completed	For 3 – 5 highest priority projects: a) Basic project concept drawings; b) Preliminary cost estimates; and c) Recommended next steps for specific development.	
6	Final Report submitted	a) Narrative summary of all tasks completed b) List of scoping efforts c) List of development efforts: i. Site photos; ii. Barriers to implementation; iii. O & M considerations; and iv. Water quality benefits	

## REQUIRED PROPOSAL CONTENT

Firms responding to this RFP shall propose a Scope of Services necessary to complete the Scope of Work described herein. The proposal must describe how the firm intends to complete the Scope of Services, establish a project schedule, and identify any support required for all phases of the project. In addition, the proposal shall contain the following sections:

**TECHNICAL QUALIFICATIONS**

- 1) A cover letter demonstrating an understanding of the services requested through this RFP.
- 2) A Scope of Services.
- 3) A description of the firm, including addresses of all offices proposed for involvement in this project, structure of the firm, size of the firm, number of years the firm has been in business, and a statement of the firm’s financial stability.
- 4) A list of staff who will work on the contract, including names, education, professional licenses, registrations or certifications, relevant experience (resumes are acceptable), and role in the contract. CVRPC must pre-approve the use of staff not identified in the proposal.
- 5) Examples of relevant past experience for at least three projects, including a brief description of the project, contact person, phone number, and address of reference. Reference projects should demonstrate the experience of the specific staff proposed to work under this contract. CVRPC reserves the right to check references beyond those provided by the contractor. ***Please use the table below as a template for detailing past projects.***

<b>Year of Completion</b>	
<b>Project Sponsor(s)</b>	
<b>Project Reference</b>	<b>Name:</b> <b>Title:</b> <b>Email:</b> <b>Phone:</b> <b>Address:</b>
<b>Project Name</b>	
<b>Project Phase(s)</b>	<input type="checkbox"/> <b>Identification</b> <input type="checkbox"/> <b>Development</b> <input type="checkbox"/> <b>Preliminary Design</b> <input type="checkbox"/> <b>Final Design</b> <input type="checkbox"/> <b>Construction</b> <input type="checkbox"/> <b>O&amp;M</b> <input type="checkbox"/> <b>Inspection</b>
<b>Project Description</b> ( <100 words)	

- 6) The Selected Contractor will be required to add CVRPC and its officers and employees as an additional insured for services performed. The

proposal must demonstrate that the contractor either has insurance or is eligible for insurance as outlined in the [Vermont State Insurance Specifications](#).

### COST PROPOSAL

Provide a detailed budget with a cost breakdown for all of the Required Services, including:

- 1) Individual costs by task and person hours;
- 2) Hourly rate(s) for individual(s) providing services;
- 3) Details of other expenses, including but not limited to overhead rate, travel, fees, materials, mileage reimbursement; and
- 4) Provide a total project cost.

### SUBMISSION REQUIREMENTS

Proposals must be submitted by **10 May 2024 at 4:00 PM**. Proposals submitted after the deadline will not be considered. Proposals must be submitted via email to Lincoln Frasca, Planner, at [frasca@cvregion.com](mailto:frasca@cvregion.com) with the following subject line "Water Quality Project Development." Proposals sent via fax or mail will not be considered. Alternative delivery methods may be arranged by request. Once submitted, the proposal becomes the property of the CVRPC.

A contractor may correct, modify, or withdraw a response to this RFP via written notice to Lincoln Frasca ([frasca@cvregion.com](mailto:frasca@cvregion.com)) prior to the submission deadline. Modifications must be submitted electronically and clearly labeled "Modification No. \_\_\_". Each modification must be numbered in sequence, and must reference the original RFP.

After CVRPC opens responses to this RFP, a contractor may not change any provision of their response in a manner prejudicial to the interests of CVRPC or fair competition. If a mistake was made and the intended correct wording is clearly evident on the face of the response document, the mistake will be corrected to reflect the intended meaning and the contractor will be notified in writing. Contractors may not withdraw responses to this RFP so corrected. A contractor may withdraw an opened response to this RFP if a mistake is clearly evident on the face of the response document, but the intended correct wording is not similarly evident.



## PROPOSAL EVALUATION

All proposals will be evaluated by a selection committee composed of CVRPC staff. Proposals will be ranked according to the following criterion:

1. Scope of Work Format and Contents (10%):
  - a. Is the proposal written in concise language understandable to a non-technical audience?
  - b. Is the proposal complete, well organized, responsive to the project requirements, and easily navigable?
  - c. Does the proposal show understanding of the process necessary to complete project tasks including stakeholder involvement and construction oversight?
2. Qualifications and Responsiveness (60%):
  - a. Do the personnel to be assigned to this project have the necessary qualifications to conduct this work?
  - b. Do the personnel to be assigned to this project have experience in support and maintenance for similar systems and organizations?
  - c. Does the firm have a proven record of successful completion of similar work within time and budget constraints?
  - d. Are communication skills responsive to the audience that will be served?
  - e. If multiple staff will be used to serve this contract, do the assigned staff members demonstrate success working with each other as a team?
  - f. Is the contractor's availability and accessibility adequate for the Project Partner's needs?
3. Cost Proposal (10%):
  - a. Is the cost proposal thorough and clearly linked to the proposed Scope of Services?
  - b. Are rates and costs reflective of an efficient level of effort necessary to complete the task, compensation reflective of level of expertise, materials appropriate to the task and expectations of quality, and overall reasonable costs as accepted in the industry?
4. References (20%):
  - a. What types of services did the contractor provide to the reference?

- b. How satisfied was the reference with contractor interactions?
- c. How satisfied was the reference with the contractor's technical expertise, ability to meet deadlines and budgets, reporting, public outreach, and overall value and quality of work?
- d. Did the contractor demonstrate value-added expertise? If so, how?
- e. Was the reference satisfied with how the contractor dealt with problems that arose? Example(s) of problems and their solutions.
- f. Did the reference experience any challenges with the contractor?
- g. How does this contractor compare with others the reference has worked with?
- h. Would the reference recommend the contractor for providing the described Scope of Services and desired qualifications?

DISCLAIMER

CVRPC assumes neither responsibility nor liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the applicant.

CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible. CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with contractors, and to select a contractor that is best able to provide the requested services and promote the public interest. CVRPC reserves the right to withdraw this RFP, and/or to advertise for new submissions at any time if it is in the best interest of CVRPC to do so. A contract will be awarded as deemed to be in the best interest of CVRPC.

CVRPC retains the right to reject any and all proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided to all registered vendors in writing. This solicitation in no way obligates CVRPC 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 CVRPC at:

Central Vermont Regional Planning Commission  
Attn: Lincoln Frasca, Planner  
29 Main Street, Suite 4  
Montpelier, Vermont 05602  
E-mail: [frasca@cvregion.com](mailto:frasca@cvregion.com)

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

## **STANDARDS AND DELIVERABLES**

- 1) All reports are to:
  - a. be presented for ease of readability by the average citizen;
  - b. include photographs, charts, graphs, maps, and other graphics as appropriate;
  - c. include executive summaries or abstracts suitable for broad distribution;
  - d. include a glossary of technical terms; and
  - e. include a reference list for all sources of data and information.
- 2) Reports must be provided in digital form (Microsoft Word for report text and Portable Document Format (PDF) for full report). Presentations must be provided in digital form (Microsoft PowerPoint). Images (photographs, charts, graphs, maps, and other graphics) must be provided as individual files for use by CVRPC. Spatial data developed with project money must be provided in digital form (as ESRI shapefiles (vector data) and GeoTiff (raster data)).
- 3) Advance copies of all reports and documents, including drafts, should be provided to CVRPC *at least one week prior* to any scheduled review or discussion.
- 4) All data, reports, programs and materials, in digital and hard copy formats, created under this contract become the property of CVRPC.

## **CONTRACTING PROVISIONS**

### CONTRACT COMPLETION

Performance under the scope of work must be completed by the dates indicated in the Project Schedule section.

## PAYMENT

The amount and timing of payments will be determined during contract negotiations. Requests for payments must be made directly to Lincoln Frasca ([frasca@cvregion.com](mailto:frasca@cvregion.com)) for review and approval. Payments made must equal 100% of the requested amount for eligible services. CVRPC anticipates making payments within 30 days of receiving an invoice.

## OWNERSHIP OF MATERIAL

All rights, titles to and ownership of the data, material and documentation resulting from this contract and/or prepared for CVRPC pursuant to a contract between CVRPC and the Selected Consultant must remain with the CVRPC.

## COMPLIANCE WITH STATE AND FEDERAL LAWS

The Selected Consultant must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement.

Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.

## **Confidentiality:**

Materials used in the proposal process will become a matter of public record. In case the applicant includes any material that is considered proprietary and / or confidential under 1 VSA, Chapter 5, the applicant shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response be marked confidential. If the applicant marks portions of the Qualifying Materials as confidential, a redacted version of the Qualifying Materials shall be provided for release to the public.