REQUEST FOR PROPOSALS FOR THE SOUTH LAKE CWSP
45 ELM POINT ROAD STORMWATER – FINAL DESIGN - ADDISON

Please submit proposals to:

Contact Information: South Lake Champlain (SLC) CWSP;
Hilary Solomon and Emily Friedman

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Project Name: 45 Elm Point Road Stormwater – Final Design - Addison

Project ID number: 15019

Project Location: Lower Lake Champlain Watershed, Addison

Project Type: Stormwater

Project Stage: Final Design

Funds Available: $15,000

Project Summary

The South Lake CWSP is interested in hiring a consultant to oversee Final Design (100%) of a rain garden/bioretention project in Addison, VT. The proposed project was identified through a Project Scoping Study. This study assessed and prioritized potential stormwater projects in the Tri-Town neighborhood (located adjacent to Lower Lake Champlain).

The project site is a residential property located at 45 Elm Point Road. The property occupies a relatively steep slope above the roadway. The stormwater treatment practice would be located at the bottom of this slope, where runoff from the surrounding upland areas and adjacent developed surfaces converge. A conceptual design for the project was completed as part of the initial Scoping Study.

Project Description

This project includes working with a bare bones conceptual design to develop a final design. The consultant will then finalize phosphorous reduction numbers, estimate project implementation costs, and engage project partners. The CWSP would like a report back at (approximately) the 30% design phase with more detailed information about project details and potential cost.

The goals of this project include:

- Develop a 100% design for the bioretention project, with a check-in at approximately 30% to make sure the project still meets the Formula Grant goals;
- Signed site access agreement from the involved landowner(s) and identify the responsible parties;
- Find potential cost efficiencies (cost per KG phosphorous reduced) based on DEC recommendations and the CWIP funding policy;
- Additionally, the CWSP and the consultant will manage, track, and report the results of this project per DEC requirements and will interface with Vermont DEC technical staff.

Applicable Milestones from the 2023 CWIP Funding Policy:

- Project initiated;
- Stakeholder meetings;
- DEC Programmatic Staff Engagement;
- Approximately 30% design check-in/report;
- 10-year (minimum) DEC Operation and Maintenance (O&M) Plan drafted; refer to DEC template for guidance;
- 10-year (minimum) access license or easement (if applicable) drafted; refer to DEC template for guidance;
- Other permit-required assessments or plans completed (if applicable);
- 100% design complete;
- Required permit applications drafted (if applicable);
- Final VDHP Project Review (if applicable);
- Project complete.

Applicable Performance Measures from the 2023 CWIP Funding Policy

- Draft 10-year (minimum) DEC Operations and Maintenance (O&M) Plan and documentation of support/commitment from O&M responsible party and landowner;
- Draft 10-year (minimum) access license or easement and documentation of project support/commitment from landowner;
- Draft permit application materials (including associated assessment reports or plans (if applicable), wetlands individual permit (if applicable);
- DEC programmatic staff comments on design;
- Signed VDHP Project Review Form;
- Final Design Report;
- Media Announcement;
- Final Performance Report or ANR Online Clean Water Project – Project Closeout Form (once available);
- Batch Import File or ANR Online Clean Water Project – New Project Form (once available).

Please find attached:

- TriTown Stormwater Project Scoping Study

BIDS

Bids shall be electronically submitted via email, clearly marked, and sent to hilary@pmnrcd.org *and* emily@rutlandrpc.org by 7:00 PM on December 7th, 2026.

Site visits, though not required, can be planned. Please contact us as soon as possible if you are interested in visiting, and we will set up a site visit with you.

All bids, upon submission, become the property of the South Lake CWSP. The expense of preparing, submitting, and presenting a bid is the sole responsibility of the contractor. The South Lake CWSP retains the right to reject any and all bids received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the CWSP, project partners, or the landowner. This solicitation in no way obligates the CWSP to award a contract. Bid openings will not be open to the public for in-person viewing.

Bids should include:

- A brief description of similar projects completed by the bidder;
- Project Budget: A budget should include staff time and expenses calculated with as much transparency as possible. Please include as much information as necessary to show itemized costs and include budget narratives, if needed. Please include names and billable rates for staff listed in the budget, as well as hourly rates and estimated number of hours for equipment to be used in the project;
- It is helpful if the budget reflects the deliverables listed above.

BID EVALUATION CRITERIA:

- Completeness of proposal
- Qualifications of proposer
- Experience with similar projects
- Knowledge of the site
- Clarity of the budget

Bids will be evaluated by CWSP staff and board members. Input may be received from other partners and/or the landowner.

TIMELINE

11/12/2026 – Request for Bids emailed and publicly posted

12/7/2026 @ 7:00 PM EST – Bid Proposals Due

12/11/2026 – Contractor Notification

12/22/2026 – Kick-off and Scoping Site Visit to be completed no later than this date (unless the project partners agree).

11/30/2027 – Project completion including listed milestones and performance measures.

CONTRACTING PROVISIONS

This project will be funded wholly or in part by the South Lake CWSP FY23 and FY24 Formula Grants. Invoices will be submitted to the Rutland RPC and payments are generally within 45 days of invoice receipt.

The South Lake CWSP will not be considered liable or obligated to the selected consultant(s) for all phases of this project (specifically work that is planned but uncompleted), however, we may choose to hire the consultant that wins this bid award for future stages of project work.

All contractors, and any sub-contractors, must comply with applicable laws, statues, 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. Those requirements imposed upon the South Lake CWSP, as a recipient of federal funds, are thereby passed along to the contractor and any subcontractors.

Contractors shall not assign or subcontract any portion of the awarded contract to another party without the prior written permission of the South Lake CWSP. If approved, subcontractors must also adhere with all the terms of the agreed upon contract. All contractors and sub-contractors must comply with all pertinent federal, state and local laws, affirm to being an equal opportunity employer with an affirmative action plan, and must carry adequate insurance coverage, both for the benefit of PMNRCD and Rutland RPC (not less than $1,000,000 single occurrence general and professional liability; $2,000,000 aggregate, and workers compensation insurance). No warranty is made that these coverage amounts and limits are sufficient to cover the interests of the contractor, but instead act as minimum amounts required for contract award. It is further stated that per best practices, a good-faith effort to obtain services from disadvantaged business enterprises will be made.

Prior to project start, we will need a copy of the COI with PMNRCD and Rutland RPC listed as additional insured and a current W-9.

Tri-Town Road Project Development
Stormwater Remediation Project Development Report
Addison, Vermont

Prepared for:
South Lake Champlain (SLC) CWSP

June 16, 2026

FUSS & O'NEILL

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Williston, VT 05495

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1.0 EXECUTIVE SUMMARY

The South Lake Champlain (SLC) Clean Water Service Provider (CWSP) retained Fuss & O'Neill, Inc. (Fuss & O'Neill) to complete project development services for stormwater remediation opportunities within the Tri-Town Road and Elm Point Road neighborhoods in Addison, Vermont.

The project area encompasses approximately 400-acres of predominantly residential, shoreline, and agricultural land that drains either directly to Lake Champlain or through small unnamed tributaries before reaching the lake. Residents within the project area have reported concerns related to stormwater runoff, localized flooding, erosion, and sediment transport.

The purpose of this project was to identify, evaluate, and prioritize potential stormwater remediation opportunities that could reduce phosphorus loading to Lake Champlain while improving local drainage conditions and watershed resiliency.

Project development activities included desktop review, field investigations, landowner outreach, identification of candidate project locations, conceptual project development, phosphorus reduction modeling, and preparation of planning level costs estimates.

A total of twelve potential projects were identified and evaluated. Based on anticipated phosphorus reduction benefits, implementation feasibility, landowner support, and conceptual costs, five projects were selected for conceptual development and further consideration.

Table 1: Summary of Top Five Projects Ranked by Cost-Effectiveness

Project	Potential Project Type & Location	Practice Description	Cost per kg/Removed
1.	Rain Garden – 45 Elm Point Rd.	Bioretention at bottom of slope near Tri-Town/Elm Point intersection. Filters nutrient load via vegetative uptake.	$17,500/kg removed
2.	Gravel Wetland – Public Land at 164 Elm Point Rd.	Large gravel wetland on public land. Utilizes shallow cells to filter and treat nutrient load from stormwater runoff from Elm Point and Tri-Town Roads.	$51,737 /kg removed
3.	Native Revegetation – Public Land	1.88-acre revegetation area. would improve soil stability and reduce rate of erosion. Increased nutrient uptake in the long-term.	$66,667/kg removed

4.	Gravel Wetland – Western Side of Tri-Town Rd. (Treatment Facility)	Large gravel wetland serving lower Tri-Town Road watershed. It would filter and treat nutrient load and is able to receive a larger volume of stormwater runoff.	$141,000/kg removed
5.	Tri-Town Rd. – Western Roadside Drainage Swale	Long roadside swale on western side of Tri-Town Road. Reduces nutrient load through sediment settling. Also, it can reduce flow velocity of runoff.	$255,000/kg removed

The projects identified through this effort represent opportunities for future advancement into design, permitting, and implementation phases as funding becomes available.

2.0 PROJECT PURPOSE AND BACKGROUND

In recent years, residents within the Tri-Town Road and Elm Point Road neighborhoods have reported concerns regarding flooding, erosion, and stormwater runoff. In response, the SLC CWSP issued a Request for Proposals seeking assistance with identification and development of potential stormwater remediation projects within the watershed.

The project was intended to identify locations where stormwater treatment practices, drainage improvements, erosion control measures, and other water quality improvements could be implemented to reduce phosphorus loading to Lake Champlain.

The report documents the project development process completed by Fuss & O'Neill and summarizes the highest-ranked projects identified during the evaluation.

3.0 PROJECT DEVELOPMENT METHODOLOGY

To identify potential stormwater remediation opportunities within the project area, Fuss & O'Neill completed a desktop review, field investigations, and landowner outreach. Existing mapping, aerial photography, LiDAR topography, parcel information, soils data, and available environmental resource information were reviewed to identify areas with potential runoff, erosion, and drainage concerns.

Field investigations were completed throughout the Tri-Town Road and Elm Point Road neighborhoods to observe drainage patterns, document existing conditions, and discuss stormwater concerns with participating landowners. Observations collected during the site visits were compiled and reviewed by the project team.

Potential project locations were then screened and evaluated based on anticipated water quality benefits, implementation feasibility, site constraints, landowner interest, and conceptual construction costs. Twelve potential projects were identified and evaluated, and the five highest ranked projects were advanced for conceptual development.

4.0 WATERSHED CHARACTERISTICS AND EXISTING CONDITIONS

The project area consists of approximately 400 acres located within the South Lake Champlain watershed in Addison, Vermont. Runoff generated within the watershed is conveyed through a combination of roadside drainage swales, overland flow paths, private drainage features, and small unnamed tributaries before discharging to Lake Champlain.

Land uses within the watershed consist primarily of low-density residential development, shoreline properties, local roadways, and agricultural land. The project area generally lacks formal stormwater treatment infrastructure and contains several locations where runoff is conveyed directly toward Lake Champlain.

Site observations identified opportunities to improve stormwater treatment, reduce erosion, slow runoff velocities, and increase pollutant removal prior to discharge.



Figure 1: Scoping Site Visit Evaluation Area

5.0 SUMMARY OF PROJECTS EVALUATED

A total of twelve candidate projects were identified and evaluated during the project development process. Potential projects included stormwater treatment practices, drainage improvements, erosion control measures, culvert upgrades, and revegetation opportunities.

Projects were evaluated based on anticipated phosphorous reduction, sediment reduction, infrastructure resiliency benefits, implementation feasibility, conceptual construction costs, and landowner support.

Table 2: Summary of All Projects Evaluated

Effectiveness Ranking (*In Order from Most to Least Effective*)	Potential Project and Location	VTDEC Practice Type	Practice Description	Nutrient Load Reduction	Sediment Load Reduction	State/Municipal Infrastructure Resiliency
1.	Gravel Wetland – Public Land	Stormwater BMP (Gravel Wetland)	Large gravel wetland on public land	High (7.85 kg/yr load; 5.18 kg/yr reduction)	High	High
2.	Rain Garden – 45 Elm Point	Stormwater BMP (Rain Garden/Bioretention)	Bioretention at bottom of slope near Tri-Town/Elm Point intersection	High (2.02 kg/yr load; 2.00 kg/yr reduction)	High	Moderate
3.	Tri-Town Road – Western Roadside Drainage Swale	Stormwater BMP (Grass Conveyance Swale)	Long roadside swale on western side of Tri-Town Road	Moderate-Low (10.05 kg/yr load; 1.6 kg/yr reduction)	Moderate	Moderate
4.	Gravel Wetland – Western Side of Tri-Town Road (Treatment Facility)	Stormwater BMP (Gravel Wetland)	Large gravel wetland serving lower Tri-Town Road watershed	Moderate-High (1.5 kg/yr load; 1.00 kg/yr reduction)	High	High
5.	Native Revegetation – Public Land	Native Revegetation	1.88-acre revegetation area	Moderate-High (0.95 kg/yr load; 0.90 kg/yr reduction)	Moderate	Low-Moderate

6.	Stone Forebay at Culvert Inlet – Oven Bay (57 & 9 Oven Bay)	Stormwater BMP (Extended Dry Detention Basin)	Forebay at Oven Bay inlet to reduce coarse/fine sediment	Moderate-Low (9.57 kg/yr load; 1.08 kg/yr reduction)	Moderate	Moderate
7.	Tri-Town Road – Eastern Roadside Drainage Swale	Stormwater BMP (Grass Conveyance Swale)	Roadside swale between 728-606 Tri-Town Rd	Low–Moderate (6.98 kg/yr load; 0.76 kg/yr reduction)	Low–Moderate	Moderate
8.	Swale on Western Side of Elm Point (to Boat Launch)	Stormwater BMP (Grass Conveyance Swale)	Swale carrying runoff to stone seawalls at boat launch	Low–Moderate (4.74 kg/yr load; 0.34 kg/yr reduction)	Low–Moderate	Moderate
9.	Cross-Culvert at Tri-Town and Elm Point Intersection	Culvert Replacement & Private Road Erosion Remediation	Culvert upgrade plus private road erosion issues	Low; 0.19 kg/yr reduction	Low	Moderate
10.	Driveway Cross Culvert – 820 Tri-Town Road	Culvert Replacement & Private Road Erosion Remediation	Culvert upgrade plus private road erosion issues	Low; 0.38 kg/yr reduction	Low–Moderate	Moderate
11.	Cross-Culvert at 904 Tri-Town Road	Culvert Replacement & Private Road Erosion Remediation	Culvert upgrade plus private road erosion issues	Low; 0.02 kg/yr reduction	Low	Moderate
12.	Tree Canopy Expansion – Public Land	Tree Canopy Expansion	~80 new trees on public lakeshore parcel	Low (0.09 kg/yr load; 0.021 kg/yr reduction)	Low	Low

The five highest-ranked projects were advanced for conceptual development and are summarized in *Section 6.0*.

Permitting requirements will depend on final project design and site conditions.

Recommendation
Based on the phosphorus reduction potential, available treatment area, public ownership, and anticipated ease of implementation, this project is recommended for advancement into future design and funding discussions.

6.2 Project Two: Rain Garden at 45 Elm Point Road

Project Location
The proposed project is located at 45 Elm Point Road, a residential property situated on the northern side of Elm Point Road near its intersection with Tri-Town Road. The property occupies a relatively steep slope above the roadway and received runoff from both the surrounding upland areas and adjacent developed surfaces.

During field investigations, stormwater runoff was observed concentrating along portion of the property before flowing downslope toward Elm Point Road and ultimately toward Lake Champlain. The homeowner reported recurring drainage and runoff concerns, particularly during larger storm events, and expressed interest in potential stormwater improvements that could help reduce runoff impacts on the property.

The proposed rain garden is situated near the lower portion of the slope where runoff naturally converges. This location provides an opportunity to intercept, temporarily store, and treat stormwater prior to discharge to downstream drainage systems. Due to the concentrated drainage patterns, available treatment area, and landowner support, the site was identified as one of the most favorable opportunities within the project area for implementation of a small-scale stormwater treatment practice.



Figure 4: Project Location



Figure 7: Existing Site Conditions

Existing Conditions

The property is characterized by a steeply sloping lawn area that conveys stormwater runoff toward Elm Point Road. Existing drainage patterns result in concentrated runoff reaching the lower portions of the property before entering roadside drainage features. Limited stormwater treatment occurs prior to runoff leaving the site.

The homeowner indicated that runoff and drainage issues have been observed during larger storm events. The property's topography and existing drainage patterns provide an opportunity to intercept runoff before it reaches the roadway and downstream receiving waters.

Project Description

A rain garden, also referred to as a bioretention practice, is a shallow landscaped depression designed to collect, temporarily store, and treat stormwater runoff. Runoff is filtered through engineered soil media and vegetation, allowing pollutants to be removed through filtration, biological uptake, and infiltration.

The proposed rain garden would capture runoff generated from the contributing drainage area and provide treatment prior to discharge to downstream drainage systems. In addition to phosphorus

reduction benefits, the practice would reduce runoff volumes, improve infiltration, and decrease peak runoff rates during storm events.

Project Treatment Characteristics

Item	Value
Treatment Volume	51,064 CF
Treatment Area	2,863 SF
STP Capacity	3.91 inches
Treatment Efficiency	99%
Primary Function	Infiltration, Nutrient Removal, Peak Flow Reduction

Estimated Phosphorus Reduction

Using the Vermont Stormwater Treatment Practice Calculator, the project is estimated to treat approximately 2.02 kg/year of phosphorus loading and reduce phosphorus export by approximately 2.00 kg/year.

Although the total phosphorus reduction is lower than some larger projects evaluated as part of this study, the rain garden demonstrated one of the highest treatment efficiencies and best cost-effectiveness ratios among all candidate projects.

Conceptual Cost Estimate

Item	Value
Practice Type	Rain Garden / Bioretention
Estimated Construction Cost	$35,000
Cost Effectiveness	$17,500/kg Phosphorus Removed

The estimate is intended for planning purposes only and is expected to be accurate within approximately -30 percent to +50 percent.

Property Ownership

The project is located on privately owned residential property at 45 Elm Point Road.

Landowner Support

The property owner expressed support for implementation of a rain garden and indicated interest in pursuing potential stormwater improvements to address existing drainage concerns. Landowner support contributed positively to the project's overall ranking and feasibility.

Implementation Constraints

No significant implementation constraints were identified during the project development phase. Future project advancement should include confirmation of subsurface conditions, utility locations, and final grading requirements. Due to the sloping nature of the site, careful consideration should be given to grading and overflow routing during future design phases.

Operation and Maintenance Responsibility
If implemented, long-term operation and maintenance would likely be the responsibility of the property owner.

Typical maintenance activities would include periodic weeding, mulch replacement, sediment removal, vegetation management, and inspection of inflow and overflow structures.

Permitting Considerations
Permitting requirements will depend on final project design and site conditions. At the conceptual level, no significant permitting constraints were identified. Future project advancement may require coordination with application local and state agencies depending on final design and disturbance limits.

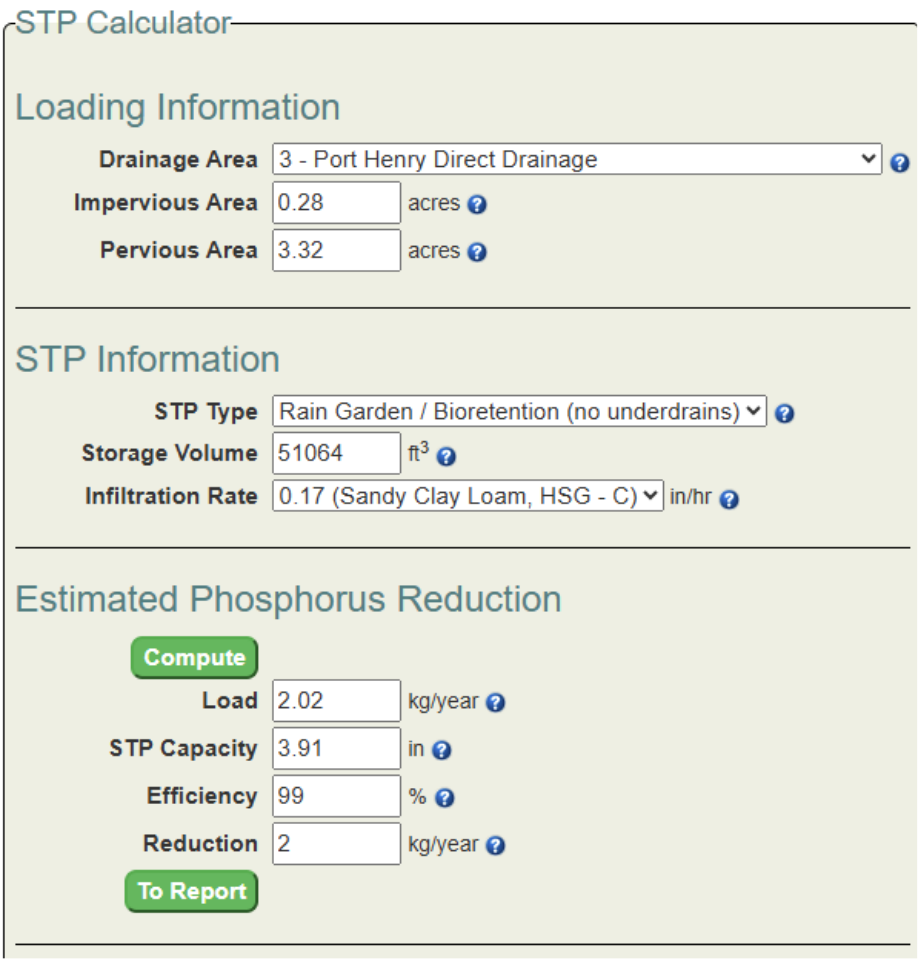
Recommendation
Based on the high phosphorus removal efficiency, relatively low implementation cost, existing drainage concerns, and strong landowner support, this project is recommended for advancement into future design and funding discussions. The rain garden represents one of the most cost-effective stormwater treatment opportunities identified during the project development process.

6.3 Project Three: Tri-Town Road Western Roadside Drainage Swale

Project Location
The proposed project is located along the western side of Tri-Town Road between approximately 822 Tri-Town Road and 1102 Tri-Town Road in Addison, Vermont. The project area consists primarily of roadway shoulder, roadside embankment, and grassy areas within or immediately adjacent to the right-of-way.

Runoff from Tri-Town Road and adjacent upland areas is currently conveyed along this corridor through a combination of shallow overland flow and poorly defined roadside drainage pathways. During field investigations, evidence of concentrated runoff and erosion was observed along portions of the roadway edge and embankment. Stormwater collected along this corridor ultimately flows toward lower portions of the watershed before discharging to Lake Champlain.

Due to the length of the drainage corridor, available treatment area, and opportunity to improve both water quality treatment and drainage conveyance, the location was identified as a favorable candidate for a roadside storm water improvement project.



Project 2: Rain Garden — 45 Elm Point