Agenda Item IV.3

Request for Proposals

Addison County Regional Planning Commission

Stormwater Master Plan for Village Area in Bristol, Vermont

Summary

In partnership with the Town of Bristol, Addison County Regional Planning Commission (ACRPC) is issuing this Request for Proposals for consultant services to assist in the development of a Stormwater Master Plan for the Village Center Planning Area of Bristol, Vermont (see attachment A). The site encompasses priority subwatersheds identified in Vermont's Department of Environmental Conservation (DEC) 2015 Stormwater Infrastructure Mapping Report.

The Town of Bristol has received funding for this project from the Vermont Department of Conservation, Ecosystem Restoration Program (ERP). ACRPC has been hired by the Town of Bristol for project coordination.

Proposed Project Schedule

July 12th, 2018	**RFP released**
July 25th, 2018	**Deadline for submission of questions and Intent to Respond**
July 30th, 2018	**Response to questions Posted/emailed**
August 3rd 2018 5pm	**RFP submission deadline**
August 10th, 2018	**Consultant selection notification**
TBD	**Project kick off**
Dec. 2019	**Project completion (there are other internal deadlines throughout the project)**

Introduction & Background

The Vermont Department of Conservation (DEC) has awarded The Town of Bristol with an Ecosystem Restoration Program (ERP) grant to develop a stormwater master plan. The master plan will propose sustainable stormwater management techniques such as green stormwater infrastructure (GSI) and/or low impact development (LID) to improve existing stormwater management within Bristol's Village Planning Area.

The State's *Otter Creek Basin Management Plan* identifies sediment and nutrient loading (particularly phosphorus from urban areas) as a major water quality issue. The State's DEC 2015 Bristol Stormwater Infrastructure Mapping Report targets sub watersheds 3, 4, 7, 9, and 12 in Bristol among the high priority areas due to a high percent of impervious cover, field observations of drainage issues, sediment carrying problems and the potential for retrofitting. Erosion, sediment and nutrient runoff problems, which arise from this area, have been documented in this report.

Stormwater in the Village Planning Area of Bristol is currently conventionally piped or directed as sheet flow from streets and parking lots toward a steep embankment along the south edge of Route 17/Main Street. Outfall points along the embankment are directed toward private property and the New Haven River Corridor, which feeds into the Otter Creek. During large rainfall or snowmelt events these outfall areas slump and wash out, including areas of Main and West Street and to the east of the village, South and Basin Street. Much of this project area is on densely populated public property and poses a reoccurring management and safety hazard for the Town.

Implementation of improved stormwater infrastructure is a priority of the Otter Creek Tactical Plan to reduce sediment and nutrient loading. The Town of Bristol is looking for proposals which will lead to the implementation of successful and innovative sustainable stormwater systems to mitigate existing stormwater impacts to the New Haven, Little Otter Creek, and Otter Creek watersheds, and to the immediate built environment. This project will showcase the advantages of GSI and LID techniques, in hopes of advancing the use of this technology throughout Addison County.

The successful consultant will have the following skills/experience:

- Experience with site analysis, siting, prioritizing, cost estimating and designing both green and grey infrastructure stormwater practices
- Demonstrated success with urban stormwater analysis and stormwater retrofit planning
- Demonstrated experience implementing innovative green infrastructure designs for an urban streetscape context
- Experience with H/H and SWMM modeling
- Demonstrated success working with a diversity of stakeholders including ability to provide public understanding and benefits of stormwater/GSI/LID concepts
- Familiarity with the Addison County region and associated watersheds and/or working on similar scale projects for similar size municipalities
- Familiarity with DEC's *Otter Creek Tactical Basin Plan,* DEC's *Stormwater Master Planning Guidelines*, and other pertinent resources
- Other skills necessary for successful completion of listed deliverables

Scope

This project will result in a stormwater master plan for sub watersheds 3, 4, 7, 9, and 12 (2015 DEC Bristol Stormwater Infrastructure Mapping Report), with 3-5, 30% designed, BMP stormwater systems for future implementation in the Village Planning Area of Bristol, Vermont.

The project is intended to lead to the implementation of green infrastructure systems and/or retrofits to the current stormwater system. The consultant will obtain all needed GIS data from DEC and other entities, and update base data layers according to project findings. The consultant will establish existing conditions using hydrologic and hydraulic modeling and field investigations to assess current stormwater infrastructure, soils, watershed size, flow, discharge and storage capacity, and system vulnerabilities, including capacity in varying intensities of rainfall and flood events. The consultant will develop a list of retrofit options, prioritize alternatives, and develop 3-5, 30% designs.

Tasks and Deliverables

The following outline identifies tasks and deliverables pertaining to the hired consultant:

Task 1. Data acquisition: compile existing GIS and other data, verify and update as necessary previous work done to date.
Deliverables: Memo from kick-off/steering committee meeting, data library and data gaps and base maps
Budget: $1,590

Task 2. **Existing Conditions Analysis**: water quality improvement needs and objectives identified, updated GIS layers of sub watershed delineation, existing stormwater infrastructure (stormwater manholes, catch basins, storm/sewer mains -size and condition), and other existing watershed conditions, including soil information, flow, discharge and storage capacities and vulnerabilities in varying intensities of rainfall and flood events, potential site locator maps and photos
Deliverables: Existing Conditions Memo with associated mapping
Budget: $10,000

Task 3. **Project prioritization**: criteria developed and stakeholder outreach strategies implemented to determine project prioritization
Deliverables: list of criteria used for prioritization; prioritized project list
Budget: $5,000

Task 4. Restoration Plans: design development for GSI systems for a subset of prioritized projects
Deliverables: Restoration plans for 3-5, prioritized projects including preliminary (30%) engineering designs and cost estimates
Budget: $2,950

Task 5. **Stormwater Master Plan**: synthesis from prior completed project deliverables and completion of task 4 preliminary engineering designs
Deliverables: batch import file and locator maps of projects identified; stakeholder meeting minutes
Budget: $2,600

Task 6. **Project Completion**
Deliverables: Final Performance Report including BMP reporting (one BMP report template for each 30% design completed) and preliminary cost estimates, public presentation
Budget: $2,497

The consultant will be expected to work with an advisory committee made up of Town of Bristol Staff, ACRPC Staff, Bristol Conservation Commission members, Foreman and the Vermont River Conservancy, attending in-person and/or call-in meetings, as arranged by the Bristol Town Manager and ACRPC Project Coordinator.

Cost range: The total maximum amount available for the base scope above is **$24,637**

Design requirements

The Engineering Designs for (3-5) 30% design concepts will include the following:

Design Concept Report

- ✓ Updated conceptual site plan
- ✓ Design Criteria for all aspects of the design
- ✓ Construction cost estimates

Topographic and boundary survey

- ✓ Property lines, right-of-ways, and easements
- ✓ Topographic information and datum, flood elevations if applicable
- ✓ Location of existing structures
- ✓ Site survey
- ✓ Invert elevations

Geotechnical report

- ✓ Vicinity map of project limits
- ✓ Plot map-showing location of any borings and soil tests
- ✓ Detailed descriptions of surface and subsurface conditions, including seasonal high water table and observations of wetness
- ✓ Summary of any laboratory tests performed and test results
- ✓ Summary of geotechnical recommendations for backfill and bedding of underground utilities, trench criteria, borrow material gradation requirements, foundation support, bearing capacity, pavement replacement, site development,
  material stability, slope stability, site preparation, grading procedures, and erosion potential

Drawings and specifications

- ✓ Cover sheet
- ✓ General notes
- ✓ Site plans
- ✓ Plan view sheets
- ✓ Sections and details of significant features

Approximate Timeline

Town of Bristol Village Stormwater Master Plan Project Schedule 2018-2019																	
	2018					2019											
	Aug	Sept	Oct.	Nov.	Dec.	Jan	Feb.	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Kick Off Mtg.																	
Data acquistion and review																	
Existing condition water quality improvement needs and objectives id																	
Advisory Committee Mtg																	
Prioritization criteria developed; project prioritization completed																	
Mid-project report to Advisory Com.																	
Restoration Plans developed - 3-5, 30% designs and cost estimates																	
Completed stormwater master plan with batch import files and maps																	
Advisory Committee/Public Mtg - final report-out																	
Final Written/Graphic report including BMP reports for each 30% design																	

Stakeholder input
Project tasks

Submission Requirements

Please furnish two (2) hardcopies and one (1) digital (PDF) proposal with pages numbered consecutively, preferably double sided.

A. Required Technical Information

1. Cover Letter
2. Qualifications of the Consultation Firm – describe experience in areas needed to fulfill the project scope. Specifically list which proposed project team members have worked on which related projects.
3. Scope of Work – a scope of work for the project detailing the consultant's proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed schedule – The schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in this RFP.
5. Project organization – discuss project management structure and relate the job categories listed
6. Resumes of key staff (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
7. References – please provide a minimum of two, including the name and telephone number of each
8. The proposal, encompassing items 1-7 above, shall not exceed 20 pages

B. Required Cost Information (not to exceed two pages)

Cost information should be included with the proposal, including a schedule of staff to be assigned to the project, their hourly rates, and estimated hours per person by task, and overhead rate and fee.

SUBMITTAL DETAILS:

Questions and *Intent to Respond* should be emailed by 5pm, Wednesday July 25th, 2018
Final Submission must be received no later than: FRIDAY August 3rd 5pm

Attention to:
Claire Tebbs, Project Coordinator
RE: Bristol Stormwater Master Plan
ctebbs@acrpc.org

Mailing Address:
Addison County Regional Planning Commission
14 Seminary St., Middlebury VT 05753

Consultant Selection Procedures

Review of Written Proposals

All proposals will be evaluated using the criteria listed below by a selection committee. The committee will consist of ACRPC staff, Town of Bristol Staff and members of the project steering committee. Proposals will be ranked based on the following criteria:

- Demonstration of overall project understanding, insights into potential issues, and demonstrated understanding of the project deliverables (30 pts)
- Qualifications of the firm and the personnel to be assigned to the project, experience with similar projects, ability to meet schedules and budgets (30 pts)
- Completeness and clarity of the proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)
- Demonstrated knowledge of the project area (20 pts)

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project	6	5	30
Qualifications/Experience of the Proposed Staff	6	5	30
Quality of Proposal	4	5	20
Demonstrated knowledge of project area	4	5	20
		TOTAL	100

Once the technical proposal is discussed and ranked, the cost proposal will be reviewed for consistency with the evaluation of the technical proposal. ACRPC/Town of Bristol 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 ACRPC/Town of Bristol upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. ACRPC/Town of Bristol reserves the right to 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 RPF in part or in its entirety if it is in the best interest of ACRPC/Town of Bristol. This solicitation of proposals in no way obligates ACRPC/Town of Bristol to award a contract.

Contract Requirements

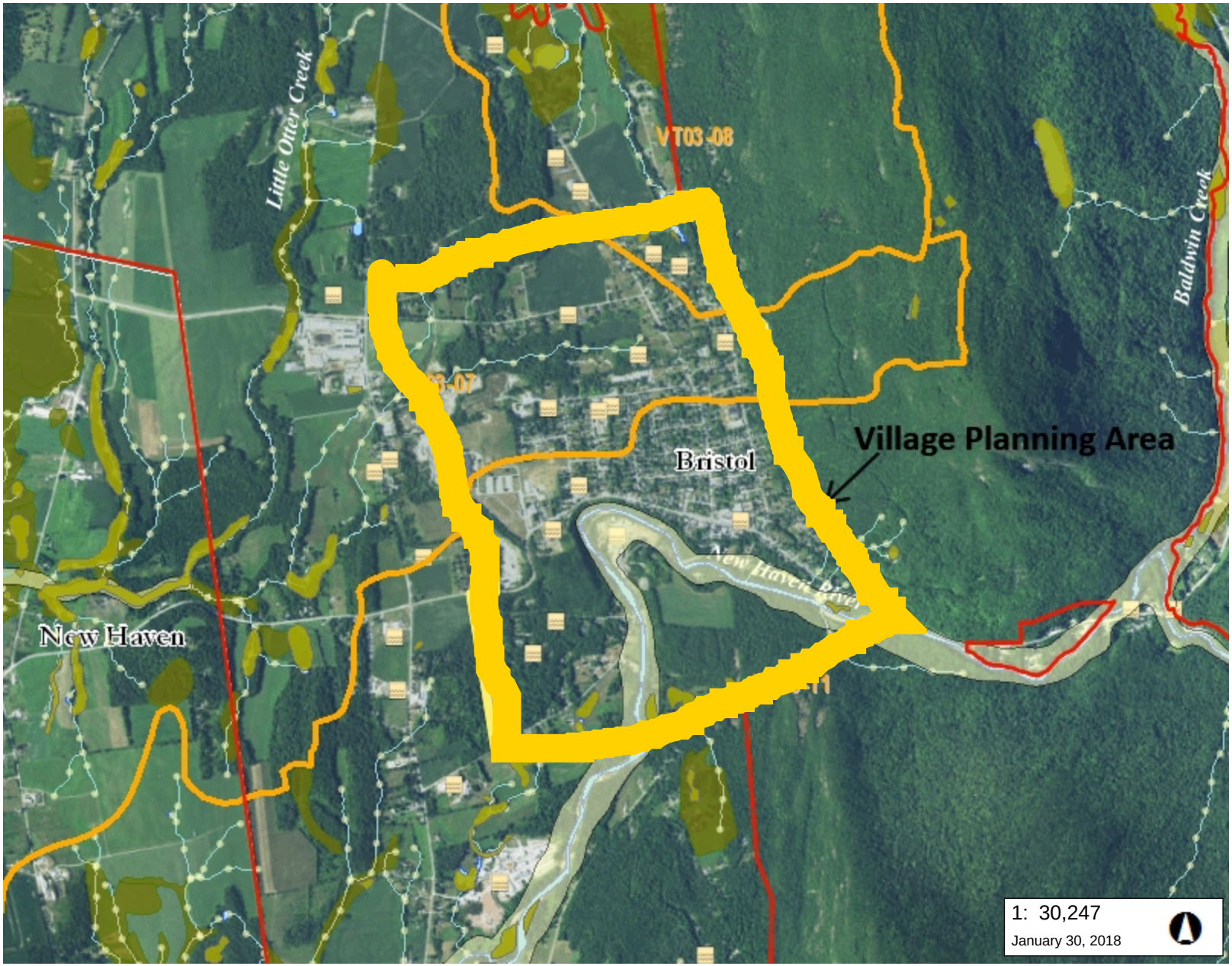
The contract shall not start until the successful applicant enters into a written contract with the Town of Bristol to perform the work subject to this RFP. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all Town of Bristol subcontracts including, but not limited to the following provisions:

Insurance Coverage
Indemnification
Workers Compensation
Civil Rights and Equal Opportunity
Americans with Disabilities Act
DBE Obligation
Audit and Record Retention
Lobbying restrictions

Bristol Village Stormwater Master Plan

Vermont Agency of Natural Resources

vermont.gov



LEGEND

- Shoreland 100' Setback
- Shoreland 250' Setback
- Wetland - VSWI
  - Class 1 Wetland
  - Class 2 Wetland
  - Buffer
- Wetlands Advisory Layer
- River Main Stem Waterbodies
- WBID Watersheds
- Flood Hazard Areas (Only FEM
  - AE (1-percent annual chance floodp
  - A (1-percent annual chance floodpl
  - AO (1-percent annual chance zone feet)
  - 0.2-percent annual chance flood ha
- River Corridors (Jan 2, 2015)
- Small Streams - 50ft Setback
- Soils - Hydric
- Act250 Permits **INCOMPLET
- Waterbody
- Stream
- Town Boundary

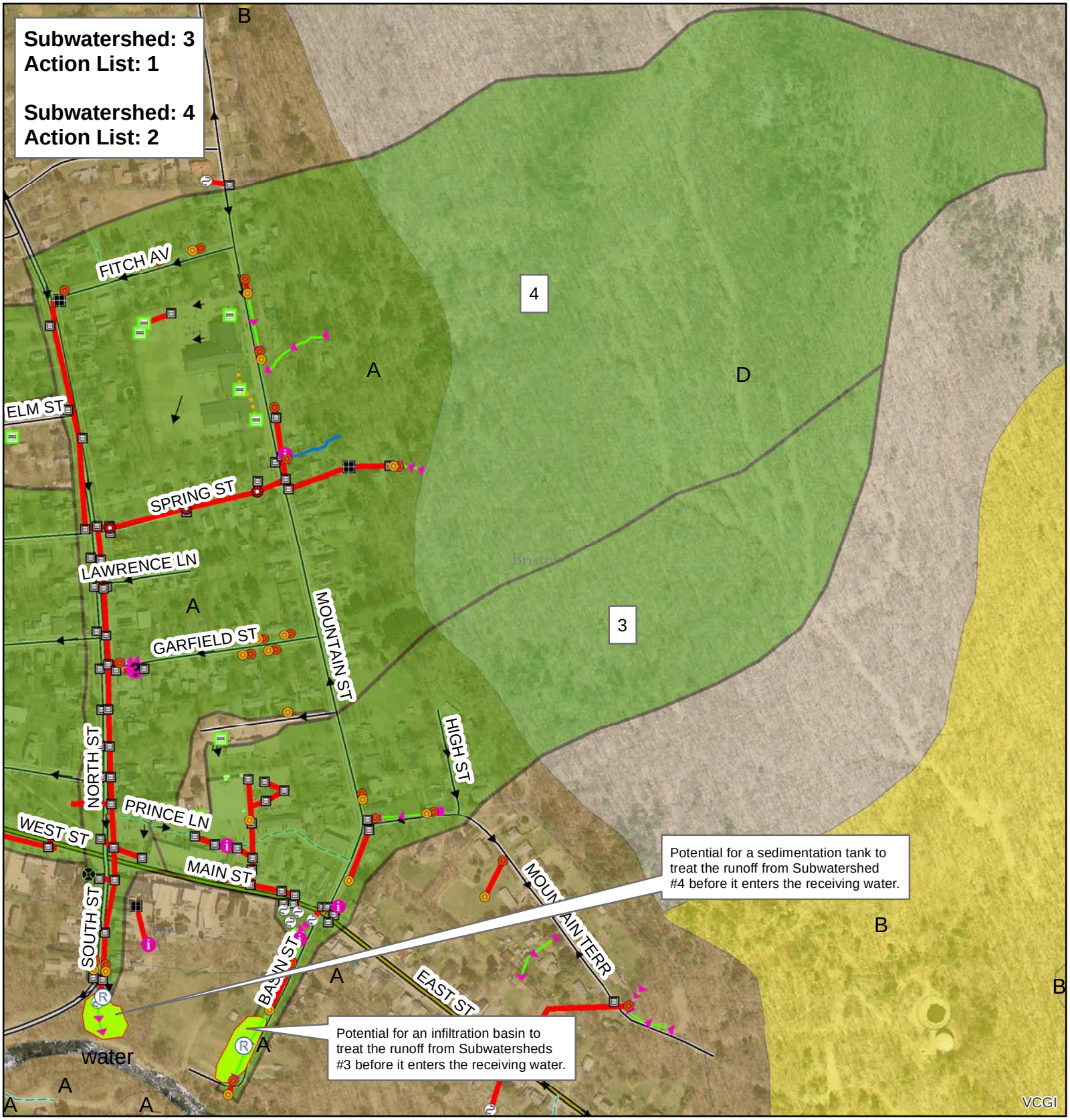
NOTES

Map created using ANR's Natural Resources Atlas

1,537.0 0 768.00 1,537.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 2521 Ft. 1cm = 302 Meters

THIS MAP IS NOT TO BE USED FOR NAVIGATION



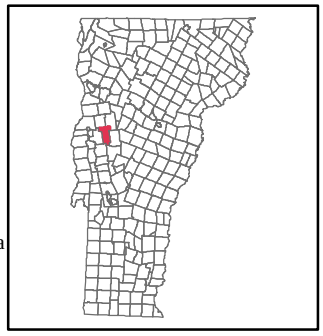
Bristol, VT

DEC Stormwater Infrastructure Mapping Project

This map shows high priority subwatersheds which are ranked by connectedness, percent of impervious cover, field observations, and potential retrofit measures and locations.

The data shown on this map is only as accurate as the available sources and field observations allowed and should be used as a basic planning level tool only.

VERMONT



Stormwater points

- Pipe Cross (not connected)
- Catchbasin
- Dry Well
- Drop Inlet
- Grate/Curb Inlet
- Yard drain
- CB tied to sanitary sewer
- Junction Box
- Stormwater Manhole
- Outfall
- Culvert inlet
- Culvert outlet
- Pond outlet structure
- Treatment feature (see notes)
- Retrofit
- Unknown Point
- Information Point

Stormwater line

- Storm line
- Storm line (old Sanitary line)
- Tunnel (storm)
- Combined sewer
- Sanitary line
- Swale
- Footing drain
- Under drain
- Roof drain
- Infiltration pipe
- French drain
- Trench drain
- Emergency spillway
- Stream
- Overland flow

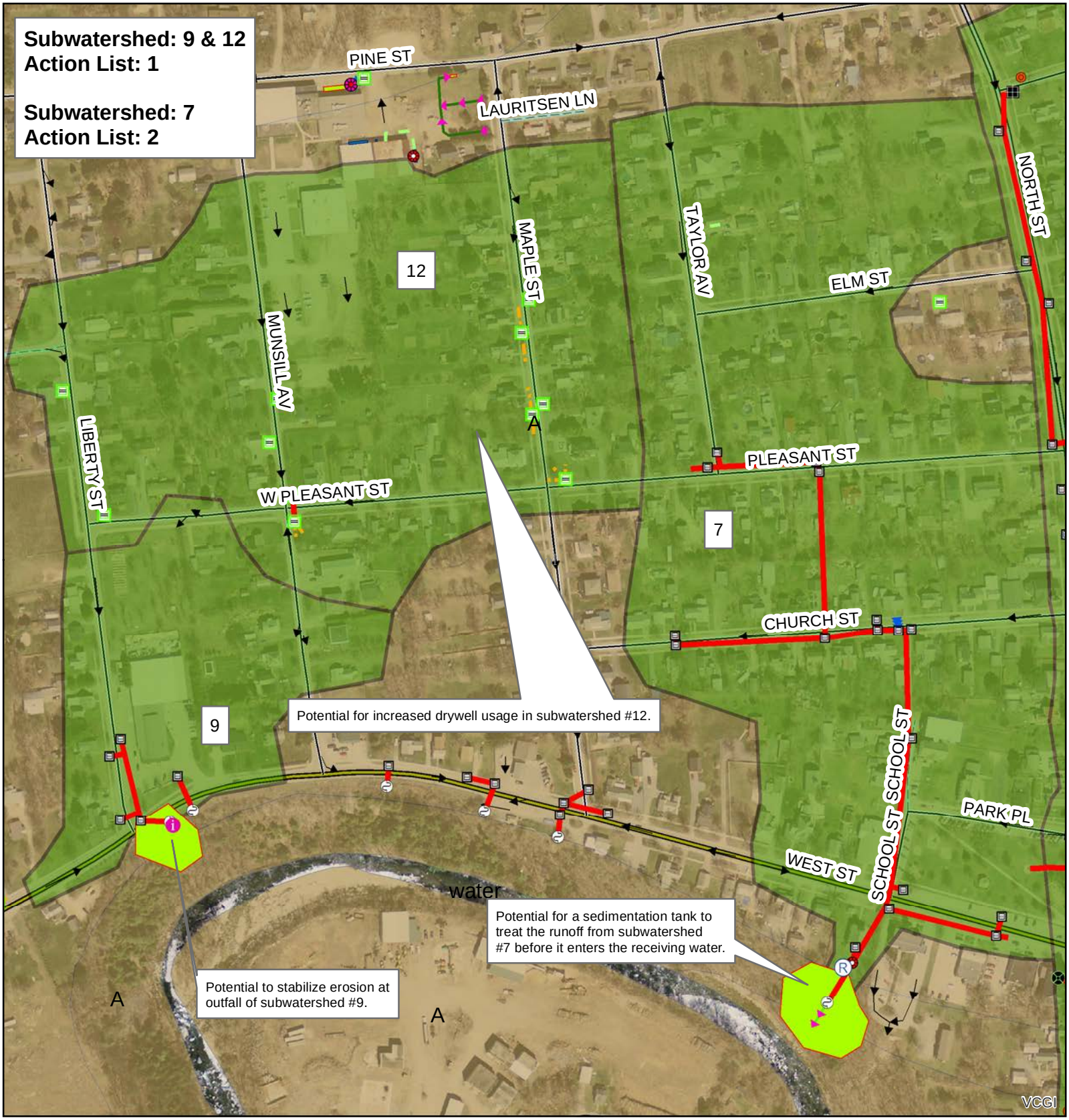
NRCS - Soils

- A
- B
- C
- D

SubwatershedID

- Priority Subwatershed
- Stormwater Treatment Area
- Potential Stormwater Treatment Area

Creator: Jim Pease, David Ainley
DEC - WSMD - Ecosystem Restoration Program
Plotted Date: 1/29/2015
Data Sources: VTRANS Roads data, VT Hydrography data set, DEC Stormwater database, NRCS soils survery
Imagery Source: VCGI 2012 .5m



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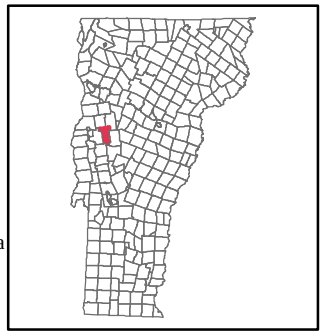

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