



REQUEST FOR PROPOSALS

Stormwater Master Planning

A Project of the Central Vermont Regional Planning Commission Towns of Woodbury, Calais, East Montpelier, Duxbury, Moretown, Fayston, Waitsfield, and Warren, and the Friends of The Mad River

September 19, 2017

I. Objective and Project Goal

The Central Vermont Regional Planning Commission (CVRPC) is issuing this Request for Proposals, for consultant services to assist in the development of two separate Stormwater Master Plans (SWMP). One joint Stormwater Master Plan for the Towns of Woodbury, Calais, East Montpelier in the Kingsbury Branch Watershed and the second, a joint Stormwater Master Plan for the towns of Duxbury, Moretown, Fayston, Waitsfield, and Warren in the Mad River Valley. These Stormwater Master Plans will serve to reduce sediment and nutrient pollution of the Winooski River, located within the upper Lake Champlain Basin. For purposes of completing the Scope of Work associated with this project, the Central Vermont Regional Planning Commission is to be considered the point of contact for both projects, and will be responsible for coordination between the chosen consultant and the Woodbury, Calais, East Montpelier, Duxbury, Moretown, Fayston, Waitsfield, and Warren, and the Friends of The Mad River. One consultant will be hired to develop and write both Stormwater Master Plans, but the cost for each plan should be broken up in two sections in the cost proposal. One major component of the projects will be for the consultant to deliver 30% design for 40 stormwater sites. The sites (five sites per municipality) will be chosen by the stakeholder group (municipalities and Friends of the Mad River) based on consultant recommendations. Designs will be submitted with the final draft Stormwater Master Plans. Tasks and deliverables are the same for both projects and are listed together in this RFP. Payments will be made jointly pertaining to deliverables for the Kingsbury SWMP and the Mad River SWMP.

CVRPC has received funding for this project from the Vermont Department of Environmental Conservation (DEC), Clean Water Fund (CWF).

II. Schedule

The schedule for this project is:

29 Main Street Suite 4 Montpelier Vermont 05602
802-229-0389 E Mail: CVRPC@CVRegion.com

September 19, 2017 – RFP issued.

September, 25, 2017 – Questions on RFP submitted to Deandrea@cvregion.com by 4:00 PM; Eastern time.

September 29, 2017 – Response to questions posted to www.centralvtplanning.org by 4:00 PM; Eastern time.

October 06, 2017 - Electronic proposals due to Deandrea@cvregion.com by 12:00 PM; Eastern Time.

October 20, 2017 - Contractor selected and notified.

November 06, 2017 - Contract fully executed by both parties.

November 07, 2017 - Work begins.

January 11, 2019 - Work completed for Mad River Watershed Stormwater Master Plan and all associated deliverables due

February 15, 2019 – Work completed for Kingsbury Branch Watershed Stormwater Master Plan and all associated deliverables due with final invoice.

June 30, 2019 – CVRPC grant award end date.

Proposals and/or modifications received after the proposal submission deadline will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

III. Background/Problem

Flooding from Hurricane Irene and the resulting damage is still fresh on the minds of residents of the towns of Woodbury, Calais, East Montpelier, Duxbury, Moretown, Fayston, Waitsfield, and Warren. This type of damage seems to be occurring more frequently as heavier rain events add more water to our already limited stormwater infrastructure. Working together at a sub-regional watershed level will allow these communities to explore the tools necessary to target areas and strategies that will be most effective in protecting these communities.

As part of the Vermont Department of Environmental Conservation (DEC) Clean Water Fund Program annual grant program, CVRPC was awarded a grant to develop Stormwater Master Plans for these eight communities at a cost-not-to exceed grant of \$128,000.

- This is a performance-based grant. Tasks described in the upcoming section entitled “Tasks & Deliverables” identify total estimated amount of funding all deliverables.
- Respondents to this RFP should identify possible areas where stormwater Best Management Practices, including green stormwater infrastructure, can be incorporated. CVRPC is looking for proposals which will include options for innovative, sustainable stormwater approaches to be incorporated into the two Master Plans. Products shall include digital plan documents as well as an accompanying report with technical memos providing detailed analysis and explanations supporting both Stormwater Master Plans.

The selected consultant will have the following skills/experience:

- Documented experience with BMPs including green stormwater infrastructure options.
- Familiarity with the Central VT region and/or working on similar projects.
- Other skills necessary as described below for successful completion of this phase of the project.

IV. Tasks & Work Products

The following outline identifies tasks and deliverables and estimated payments pertaining to the hired consultant. Tasks are to be completed for each Stormwater Master Plan, separately. Work products will include one deliverable for each watershed. This means there will be two deliverables per task. Combined payments will be issued for each deliverable. Payment will only be issued once both deliverables for the task have been completed.

Tasks:

- 1. Collect & Review Existing Plans & Data** – Consultant will work with CVRPC and stakeholders to collect data from existing plans, models and other available sources pertaining to the study area watersheds, surface waters and stormwater infrastructure.

Collect data from existing plans, research, models and other available sources pertaining to the Town's watersheds, surface waters and stormwater infrastructure. Examples of the types of plans to be reviewed include but should not be limited to: comprehensive land use plans, watershed management plans, previously completed engineering, planning and State of Vermont GIS stormwater mapping plans and studies, water quality monitoring data, and existing Municipal ordinances related to stormwater management.

Examples of data to be collected, but which may not be limited to this list are: rivers, streams, and other significant water bodies, aerial imagery, roads, topography and contours, land use data, soils information, geology, FEMA Floodplain information, and location of existing stormwater infrastructure. Information concerning existing and future conditions throughout Woodbury, Calais, East Montpelier, Duxbury, Moretown, Fayston, Waitsfield, and Warren should be considered and included in this phase of work.

Deliverable: Relevant information is to be summarized in the Plan reports for both SWMP's. These will include details about the origin, content, and utility of datasets.

- 2. Identify Problem Areas and Retrofit Options**– Consultant will work with CVRPC and stakeholders to identify the location and nature of existing drainage problems, and where appropriate, to gather field data for further analysis.

Deliverable: A technical memo, maps, table of possible retrofit options, and data layers of all products created identifying problem areas for both SWM

- 3. Identify Areas of Greater Concern** – Consultant will work with stakeholders and CVRPC to identify the location and nature of existing drainage problems and where appropriate, to gather field data for further analysis. This will include evaluation of areas of future/planned growth.

Deliverable: Interim reporting of progress including maps and tables of areas identified of greater concern.

- 4. Identify Implementation Alternatives & Priorities and Establish Implementation Solution Matrix Criteria** - Consultant will work with CVRPC and stakeholders [CEM1]to outline the policies regarding implementation alternatives and prioritization. This will include an evaluation of areas of future/planned growth and priority projects within those areas.

Deliverable: A report detailing implementation alternatives and prioritization methodology and results for each SWMP. This will include establishing implementation solution matrix criteria for both SWMPs.

- 5. Collect Field Data and Classify Problem Areas** – Consultant and stakeholders will work from the list of potential problem areas and retrofit opportunities and will visit each problem location directly to observe the site.

Deliverable: A report detailing the problem areas, observations and data from site visits.

- 6. Prepare Draft Stormwater Master Plans for Kingsbury Branch and Mad River Towns** – Incorporating components of the previous tasks, consultant will prepare a Stormwater Master Plan for Woodbury, Calais, East Montpelier in the Kingsbury Branch Watershed and Duxbury, Moretown, Fayston, Waitsfield, and Warren in the Mad River Watershed. Consultant will work with CVRPC to present draft plans to stakeholders. The draft plans will include 30% design for 40 total sites to be chosen by stakeholders (five sites per Town). The designs will be for sites located within the entire town boundaries, not just the portion of the towns within the watersheds.

Deliverable: Progress report including draft SWMPs and stormwater improvement designs.

- 7. Submit Final Report** – Consultant will submit final Stormwater Master Plan and Site Designs.

Deliverable: Final Stormwater Master Plans as presented to the Stakeholders.

V. Budget and Funding:

The maximum limiting amount of this contact is \$128,000. Funding is secured from Vermont Department of Environmental Conservation Clean Water Program Grants. Due to the rural nature of some areas within both watersheds, some sites will require less engineering than others. Therefore the cost of design per site will vary depending on the needs of the stormwater reduction.

VI. Response and Response Format:

A. Response

In responding to this RFP, Contractor agrees to comply with the grant agreement and any and all terms and conditions including but not limited to, the four federal pass through requirements: Conflict of Interest, equal opportunity; retention and access to records; and Audit requirements, where applicable. Contractor and any subcontractors shall not be listed in the Exclusions portion of Performance Information in the System for Award Management ("SAM") at www.sam.gov; nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>. Contractor agrees to provide documentation that the organization/contractor is authorized to do business in the State of Vermont. Contractor agrees to provide documentation that they are in good standing with respect to, or in full compliance with a plan to pay, any and all federal, state, and local taxes.

B. Response Format

Responses to this RFP shall consist of the following:

1. Cover Letter - Express the firm's interest in the project, including identification of the principal individuals that will be assigned to the project. If sub-contractors are being proposed please provide details (name(s), role in project, DUNS #)
2. Project Plan - Describe the general project approach, explain 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 and on-site observations. Describe what responsibilities and assistance, if any, are expected of the CVRPC.
3. Project Schedule – Provide a detailed timeline with defined tasks, completion dates and estimated labor hours by task. All work must be completed by May 18, 2019.
4. Cost Proposal –Provide a schedule of fees including expenses and labor. Cost proposals shall coordinate with Project Schedule. The cost for each Stormwater Master Plan (Kingsbury Branch Watershed and Mad River Watershed) shall be provided separately in the cost proposal. The SWMPs will encompass the area

of the entire towns, not just the portion of the towns within the watersheds. If the use of sub-contractors is proposed, a separate schedule must be provided for each.

5. Resumes – Identify qualifications of the firm and of the individuals that will work on this project. The names and qualifications of any sub-contractors shall be included in this list. Substitutions cannot be made without prior approval of CVRPC.
6. Reference Projects – Provide three references demonstrating success on similar projects by the proposed project team, including a reference work sample (i.e. an Executive Summary of a past project) and reference contact information. Within this documentation please provide experience of working within rural watersheds, if any, and projects demonstrating green stormwater infrastructure innovations.

VII. Contractor Selection

Selection Process

The Central VT Regional Planning Commission and the Friends of the Mad River will review and evaluate all proposals.

During the evaluation process, CVRPC reserves the right, where it may serve the CVRPC's best interest, to request additional information or clarifications from proposing contractors.

Finalists may be interviewed as part of the evaluation process. After the evaluation and interviews are completed a contract may be awarded to the contractor submitting the proposal most favorable to the CVRPC. CVRPC reserves the right to award a contract to the most qualified, responsible bidder.

Proposal Review

Proposals will be reviewed and evaluated on the following four criteria, each equally weighted.

A. Qualifications (25%)

1. Qualifications of the firm and the personnel to be assigned to this project.
2. Experience of the contractor personnel working together as a team to complete similar projects.
3. Quality of references work sample (i.e. an Executive Summary of a past project.)
4. Demonstrated experience with of BMPs and Green Infrastructure practices.

B. Understanding of Project (25%)

1. Demonstration of overall project understanding and insights into local conditions and potential issues.

2. Demonstrated knowledge of project area.
3. Project approach.

C. RFP Responsiveness (25%)

1. Clarity of the proposal and creativity/thoroughness in addressing the scope of work.
2. Submission of a complete proposal with all elements required by the RFP.
3. Proposal best meets the overall needs of the CVRPC, the Friends of the Mad River and Study area.

D. Overall Cost (25%)

1. Total Cost.
2. Allocation of costs to work tasks.
3. Allocation of personnel to work tasks.

VIII. Submissions

Contractors interested in this project shall submit:

- A. One (1) digital copy of proposal via email in PDF format to: Pam DeAndrea (deandrea@cvregion.com) with the term "Stormwater Master Plan RFP Response" in the subject line by the deadline indicated in the Project Schedule.
- B. All proposals upon submission become the property of the CVRPC. The expense of preparing and submitting a proposal is the sole responsibility of the contractor. CVRPC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if in the best interest of the CVRPC. CVRPC reserves the right to award a contract to the most qualified, responsible bidder. This solicitation in no way obligates the CVRPC to award a contract.
- C. CVRPC has the right to disclose information contained in the proposals after an award has been made. All reports, documents and materials developed by the contractor for this project shall be considered public information and shall be the property of the CVRPC.

IX. Contract Provisions

- A. All products and borrowed materials shall be delivered to the CVRPC prior to final payment.
- B. Performance under the scope of work must be completed prior to May 18, 2019 unless otherwise agreed to in writing by CVRPC.
- C. Payment. The amount and timing of payments will be determined during contract negotiations. Requests for payments shall be made directly to CVRPC, and payments made shall be 100 percent of the amount requested. Notwithstanding the above, in no case will the Contactor be paid for any costs that will not be reimbursed by the State of Vermont.
- D. As noted, the CVRPC is working under an agreement with the State of Vermont Department of Environmental Conservation Clean Water Program. *The CVRPC therefore will not be considered liable or obligated to the selected contractor for all phases of this project in the event the agreement between the CVRPC and the State of Vermont is terminated for any reason.*
- E. Ownership of Material. All rights, titles to and ownership of the data, material, and documentation resulting from this project and/or prepared for the CVRPC pursuant to a contract between CVRPC and the contractor shall remain with the CVRPC and the State of Vermont.
- F. Compliance with State and Federal Laws. All contactors, and any sub-contractors, 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.
- G. Child Support. If the Contractor is a natural person, not a corporation or partnership, the Contractor states that, as of the date the Agreement is signed, he/she:
- is not under any obligation to pay child support; or
 - is under such an obligation and is in good standing with respect to that obligation; or
 - has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

H. Insurance. Certificate of Liability Insurance in the minimum amounts of:

1. General Liability coverage of \$1 million per occurrence and \$2 million in aggregate,

2. Motor vehicle liability coverage of \$1 million combined single limit,
3. Workers Compensation coverage per State of Vermont, and
4. Professional errors and omissions coverage of \$1 million.

CVRPC, its officers, and its employees must be named as additional insureds on the policy: Insurance coverage must be in place prior to the contract start date.

The Federal W-9 Form will be completed and returned to the CVRPC, if applicable.

I. Equal Opportunity. The selection of a contractor shall be made without regard to race, color, sex, age, religion, sexual orientation, gender identity, familial status, national origin, physical or mental condition, HIV status or political affiliation. CVRPC is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.