



**Winooski Basin Clean Water Service Provider:
FY24 Round 4 Call for Proposals**

The Central Vermont Regional Planning Commission, in its role as the Clean Water Service Provider for the Winooski Basin, is accepting applications for funding for non-regulatory, phosphorous reduction projects that improve water quality. Fiscal Year 2024 - Round 4 proposals are due by 4:00 PM on 9 May 2024. For more information, including submission details, see the [Winooski Clean Water Service Provider webpage](#).

| 0. Project Eligibility | |
|---|--|
| Please Review the following reference materials before completing your proposal: <ul style="list-style-type: none"> • FY23 Clean Water Initiative Program Funding Policy • Act 76, Clean Water Service Provider Rule and Guidance & explanatory materials | |
| Is the portion of the project for which you seek funding both non-regulatory and voluntary? (i.e. not a required or compelled element of a regulatory permit or a legal settlement)? (answer must be Yes to proceed) | |
| Does the project type meet the applicable definitions and minimum standards in the FY23 Clean Water Initiative Funding Policy ? (answer must be Yes to proceed) | |

1. Applicant Information

Organization/Municipality Name:

Primary Contact:

Title:

Mailing Address:

Phone Number:

E-mail Address:

Has the proposing organization / municipality been pre-qualified to receive subcontracts / subgrants from the Central Vermont Regional Planning Commission serving in its capacity as the Winooski Basin Clean Water Service Provider?*

* If you responded no to this question, please include Qualification Materials along with your funding proposal. See the [Winooski Clean Water Service Provider webpage](#) for more details.

2. Project Information

Project Title:

Watershed Projects Database ID*:

* Projects without a Watershed Projects Database ID will be evaluated. However, prior to receiving funding, a project must be entered into the Watershed Projects Database. See pages 11-13 of the [FY23 Clean Water Initiative Funding Policy](#).

Select the most representative project type (according to [Appendix B Project Types Table](#) of the 2023 CWIP Funding Policy) from the dropdown list below.*

* If there is more than one project type associated with the proposal, enter additional project types in the Project Description section below.

Project Phase for which you are seeking funding:

Project GPS coordinates (e.g. 44.26278, -72.58054):

Project Sub-basin:

3. Project Description

*Describe the proposed project. Include the following: project history; the phosphorus reduction practices that will be developed, designed or implemented with the requested funds; **details** of the project development activities, conceptual or final design plans and cost proposals (if available); and **references** to prior plans and studies that support the funding request. Propose a project schedule based on the milestones of the proposed project type. Assume a 7 May 2024 start date. (1000 words maximum)*

4. Staff Capacity & Past Experience

A list of key staff and a (brief) description of their role in the project. If any of the staff listed here were not included in your organization's pre-qualification materials, please attach a one-page resume describing their qualifications to the project proposal.

| Name | Project Role |
|------|--------------|
| | |
| | |
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| | |

Provide three examples of relevant past work. Include the Watershed Projects Database ID (if applicable), key staff and their role(s) in the project, a brief description of the project (phase, type, partners, etc.) and contact information for project references. Projects listed here should demonstrate the experience of the specific staff anticipated to work under this proposal.

Example Project 1:

Watershed Projects Database ID (if applicable):

Project staff & their project role(s):

Project description (250 words max):

Reference contact information:

Name:

Affiliation:

Phone:

Email:

Example Project 2:

Watershed Projects Database ID (if applicable):

Project staff & their project role(s):

Project description (250 words max):

Reference contact information:

Name:

Affiliation:
Phone:
Email:

Example Project 3:

Watershed Projects Database ID (if applicable):
Project staff & their project role(s):

Project description (250 words max):

Reference contact information:
Name:
Affiliation:
Phone:
Email:

5. Estimated annual total phosphorus load reduction (kg/yr)

Please review the Department of Environmental Conservation's [Standard Operating Procedures \(SOPs\) for Tracking and Accounting of Phosphorous](#) prior to completing this section.

For Developed Lands projects, estimate the annual phosphorous load reduction using the Department of Environmental Conservation's [Stormwater Treatment Practice Calculator](#). Export the results from the calculator and include that information in the proposal package. For Natural Resource Restoration projects, estimate the annual phosphorous load reduction using the Department of Environmental Conservation's [Interim Phosphorous Calculator Tool \(v1.0\)](#). Save the results from the calculator and include them in the proposal package.

Enter the estimated annual total phosphorous load reduction (kg / yr):

If the proposed project consists of project identification / assessment or development-phase work, provide details regarding the types of projects you intend to investigate and the anticipated phosphorus reduction benefits you expect the project(s) might achieve.

6. Project Budget

Develop a detailed budget with a cost breakdown of all project and administrative expenses. The budget should be itemized by Task with anticipated costs for personnel, equipment, materials, subcontracted services and other costs as appropriate. Be sure to request sufficient funding to complete the required milestones and deliverables (including project reporting) for the type of project being proposed. See the [FY23 Clean Water Initiative Program Funding Policy](#) for more information on the milestones required for the project type you are proposing.

Notes:

Mileage: Use the FY24 federal rate (\$0.67 / mile)

Indirect: If you have a negotiated indirect rate, please use that. Otherwise, you may charge up to 10% on all APPLICANT costs and 10% on the first \$50,000 of SUBCONTRACTORS costs.

Funding request

Amount of funding requested:

State matching funds:

Non-State matching funds:

Total project budget:

Future costs

If this proposal seeks funds for Preliminary (30%) or Final (100%) Design-phase work, please estimate anticipated future costs for subsequent project phases. Do not include this amount in the "Funding request" section above.

Anticipated future funding:

7. Co-benefits

- a) **ENVIRONMENTAL JUSTICE:** points are awarded when a project is located in a Census Block Group where one or more Environmental Justice Focus Population demographic conditions exist. *This value is calculated by the Clean Water Service Provider based on the project location.*
- b) **ECOLOGICAL BENEFITS:** points are awarded when a project reduces sediment and / or non-phosphorous nutrient loads to stressed, altered, impaired or priority waterways to which it is hydrologically connected. *This value is calculated by the Clean Water Service Provider based on the project location.*
- c) **ECOSYSTEM SERVICES:** points are awarded when a project moderates natural phenomena through carbon sequestration and flood resilience. *This value is calculated by the Clean Water Service Provider based on the type of project being proposed.*
- d) **COMMUNITY BUILDING:** points are awarded when a project involves the community in data collection and decision-making, enhances the working landscape and provides recreational benefits. Please answer the following:

- ◇ Are there proposed efforts to meaningfully involve community members in planning, project development, decision-making and implementation?

If you answered Yes to the previous question, please describe the effort to involve community members:

- ◇ Does the project involve data collection by community members (e.g. citizen science initiative)?

If you answered Yes to the previous question, please describe the effort to involve community members in data collection:

- ◇ Is the project located on a parcel that is enrolled in the Use Value & Appraisal Program (aka the Current Use Program) (Contact the Clean Water Service Provider for assistance.)?
- ◇ Does the project maintain / improve an existing recreational space?

If you answered Yes to the previous question, please describe the maintenance or improvement of existing recreational space(s):

- ◇ Will the project result in new / expanded recreational opportunities?

If you answered Yes to the previous question, please describe the effort to create new or expand existing recreational opportunities:

e) **EDUCATION:** An Education Co-Benefit is realized when a project includes aspects of public outreach designed to educate community members about the importance of phosphorus reduction and watershed health

- ◇ Will the project include an educational component?

If you answered Yes to the previous question, please describe the educational component of the project below:

- ◇ Interpretive signage:

- ◇ Educational meetings / workshops:

8. Other Considerations

a) **DESIGN LIFE:** The design life of the proposed project is:

b) **LANDOWNER RELATIONS**

◇ PROPERTY OWNERSHIP: The project will be located on:

◇ LANDOWNER SUPPORT: Provide a list of landowner support letters below. Please submit any letters or email from the landowner indicating their support for the project and awareness of their required commitment. Note date of letter/email and sender below.

◇ OTHER: Include other information regarding landowner relations here.

c) **OPERATIONS & MAINTENANCE**

◇ COST ESTIMATE: Provide a quantitative estimate of operation & maintenance costs on an annual basis where available. If not available, please provide a qualitative estimate. The anticipated annual operations & maintenance expenses for this project are:

◇ O & M AGREEMENT: There is a signed operations & maintenance agreement for this project:

If you answered Yes to the previous question, please include a copy of the signed O & M Agreement in the proposal package.

◇ OTHER: Include any other information regarding the operations & maintenance agreement for this project.

d) **PERMITTING:** This project will require a permit:

If you answered Yes to the previous question, please provide a list of the required permits, any issues anticipated in obtaining the permits and the status of the permit. If you have permit(s) for the project in hand, please include a copy of them in the proposal package.

e) **BARRIERS:** Describe any potential barriers to completing this project and how you plan to manage those challenges:

f) **HISTORIC SITE REVIEW:** Consult the [Vermont Historic Sites spreadsheet](#) and accompanying guidance in the State Historic Preservation Review section of the [FY23 Clean Water Initiative Program Funding Policy](#) to determine whether the proposed project will require Preliminary and Final Project Review by the Vermont Division of Historic Preservation. Include a copy of the completed Vermont Historic Preservation Project Review Form in the proposal package.

◇ The proposed project will require State Historic Preservation Review:

9. Proposal Submission

Assemble the following materials in the order listed into a single PDF and submit to Brian Voigt (voigt@cvregion.com) with the Subject line: "Winooski Basin Clean Water Service Provider Project Proposal – FY24, Round 4".

1. If your organization or municipality has not yet been pre-qualified as an eligible Basin 8 Clean Water Service Provider Clean Water Partner, please complete and submit a [pre-qualification form](#) along with your funding proposal.
2. Project proposal form (i.e. this document).
3. Include the following information in the order listed (please):
 - a) [Natural Resources Screening Form](#) (see the FY23 Clean Water Initiative Program Funding Policy – Appendix A. Required for preliminary design, final design, or implementation phase projects.)
 - b) Project Locator Map – applicants may use the [Vermont Agency of Natural Resources Atlas](#) to generate the Project Locator Map (Contact the Clean Water Service Provider for assistance.)
 - c) Project Timeline – Propose a project schedule based on the milestones of the proposed project type. Assume a 2 July 2024 start date.
 - d) Staff capacity – list key staff and their role(s) in the project. Attach one-page resumes for any staff listed in Section 4 of the Application Form who were not included in your pre-qualification materials.
 - e) Completed [DEC Interim Phosphorus Reduction Calculator Tool v1.0](#), or, for Developed Land Projects, report from [DEC Stormwater Treatment Practice Calculator](#). (Contact the Clean Water Service Provider for assistance.)
 - f) Detailed project budget with a cost breakdown of all project and administrative expenses. The project should be itemized by Task with anticipated costs for personnel, equipment, materials, subcontracted services and other costs as appropriate. Be sure to request sufficient funding to complete the required milestones and deliverables (including project reporting) for the type of project being proposed.
 - g) Letter(s) of support from landowner(s) indicating their support for and awareness of the commitment required to advance / implement the project
 - h) Signed Operations & Maintenance Agreement (if applicable)
 - i) Permits – Attach approved project permits (if applicable).
 - j) Historic Site Review - Use the [spreadsheet](#) and accompanying guidance in the State Historic Preservation Review section of the [FY23 Clean Water Initiative Program](#) Funding Policy to determine whether your clean water project will require Preliminary and Final Project Review by the Vermont Division of Historic Preservation. Attach a copy of the completed Vermont Historic Preservation Project Review Form.



REQUEST FOR PROPOSALS (RFP)

**WATER QUALITY PROJECT DEVELOPMENT
ENGINEERING SERVICES
IN THE HUNTINGTON RIVER WATERSHED**

Issued June 4, 2024

Deadline to submit questions5 p.m., June 10, 2024

Deadline for Submissions5 p.m., June 18, 2024

Prepared, in partnership with the Town of Huntington, by:

**Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, Vermont, 05404**

BACKGROUND:

In the spring of 2024, the Town of Huntington approached the Winooski Clean Water Service Provider and the Chittenden County Regional Planning Commission to identify clean water projects with certain flood mitigation co-benefits. The Middle Huntington River Mainstem and one tributary have been identified by municipal staff as the primary focus for the Selected Consultant to develop water quality restoration projects. This stretch of river passes through two designated Village Centers where water quality and flood mitigation are a priority for the town and private landowners. Municipal support for this work can be found in the goals and strategies of the 2019 Huntington Town Plan:

Goal 22: Work with partners and private property owners to maintain or improve the quality of Huntington’s natural resources.

c. Continue to work with the Huntington River Conservation Partnership to ensure that the Huntington River is included in clean water advocacy efforts by groups such as the Vermont River Conservancy, nearby Trout Unlimited chapters and Friends of the Winooski River.

d. Support the Huntington River Conservation Partnership to ensure continuing monitoring of water quality impairments and education on the issue of E. coli in the Huntington River.

e. Work with the Vermont Department of Environmental Conservation to implement Huntington-based projects in the Winooski Tactical Basin Plan and the Otter, Little Otter and Lewis Creek Tactical Basin Plan.

f. Educate private landowners about voluntary actions that can improve or maintain natural resources on their land.

g. Assist landowners with finding resources to identify and mitigate erosion challenges, especially along the Huntington River and its major tributaries.

Approximately 10 miles of the river are located within the town of Huntington and is the centerpiece for town settlement and transportation. It provides fishing, swimming, boating and scenic beauty to the residents of Huntington and critical habitat to the wildlife of the town and greater region. The Huntington River is host to at least eight swimming holes within the town of Huntington alone, frequented by the public during the summer months.

Chittenden County Regional Planning Commission (CCRPC) is invested in working with the Town of Huntington (collectively referred to as the “Project Partners”) to get more clean water projects developed and prepared for design and implementation. If projects can be developed and eventually constructed, they will serve to reduce phosphorus and likely provide certain co-benefits such as hazard mitigation and overall fish and wildlife habitat improvements.

PROJECT DESCRIPTION:

The 2009 Huntington River Corridor Plan (available at this link: https://anrweb.vt.gov/DEC/SGA/report.aspx?repid=29_CPA&option=download) will be used as a starting point for scoping and developing projects with cost-efficient phosphorus reductions and flood mitigation co-benefits. In 2018, forty-eight child projects of the River Corridor Plan were uploaded to the Watershed Projects Database (WPD). Fifteen of these projects are included in the table below for scoping and possible development. Project types include:

- 7 riparian buffer planting projects,
- 5 river corridor protection projects,
- 2 berm removal projects, and
- 1 stormwater project

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. Additional projects may be considered for development if Clean Water Initiative Program (CWIP) Funding Policy eligibility criteria are met AND an annual Phosphorus reduction efficiency of no more than \$30,000 per kilogram has been calculated in consultation with the Basin Planner and Project Partners.

PROJECT AREA: Proposed projects span five stream reaches and one major tributary of the Huntington River. Project scoping and development will begin at the intersection of Shaker Mountain Road and Main Road and terminate downstream at the Huntington Acres neighborhood. The Texas Hill Road tributary is also included in this scope of work from Main Road to the Hinesburg Town line. Two of the fifteen projects fall outside of the priority stream reaches but were included due to their potential for Phosphorus reduction.

PRIORITY STREAM REACHES: T16.01, M8 – M13

PROJECT TABLE

The list of projects to be investigated is presented below. Project name, stream reach, GPS coordinates, WPD ID number, and Project Type are provided for all projects.

| # | Project Name | Location | WPD ID | Project Type |
|----|---|-------------------------|--------|---|
| 1 | T16.01- Protect River Corridor | 44.3386, - 72.99976 | 5697 | River Corridor Easement |
| 2 | T16.01- Stream Buffer Planting | 44.3386, - 72.99976 | 5698 | River – Planting |
| 3 | M08- Buffer Planting | 44.34234, - 72.99485 | 5675 | River – Planting |
| 4 | M09 a,b,c – Protect River Corridor | 44.33555, - 72.99477 | 5676 | River Corridor Easement |
| 5 | M09 –Buffer Planting | 44.33315, - 72.99238 | 5677 | River – Planting |
| 6 | M10- Buffer Plantings | 44.32214, - 72.98743 | 5678 | River – Planting |
| 7 | M11- Protect River Corridor | 44.31135, - 72.98663 | 5679 | River Corridor Easement |
| 8 | M11- Buffer Plantings | 44.31135, - 72.98663 | 5680 | River – Planting |
| 9 | M12b- Protect River Corridor | 44.3029, - 72.97666 | 5681 | River Corridor Easement |
| 10 | M12b- Buffer Plantings | 44.3029, - 72.97666 | 5682 | River – Planting |
| 11 | M12b- Berm Removal Project | 44.3029, - 72.97666 | 5683 | Floodplain/Stream Restoration - Preliminary Design |
| 12 | M13a- Protect River Corridor | 44.29234, - 72.96685 | 5684 | River Corridor Easement |
| 13 | M13- Stream Buffer Planting | 44.28754, - 72.96581 | 5685 | River – Planting |
| 14 | M14b- Berm Removal Project* | 44.27663, - 72.96932 | 5689 | Floodplain/Stream Restoration - Preliminary Design |
| 15 | M16- Stormwater Runoff Project; Roadside Ditch* | 44.25858, - 72.96262 | 5692 | Road Project – preliminary design |

*Project located outside of priority stream reaches with potential for cost-efficient Phosphorus reduction.

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 the Project Partners 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. The Project Partners 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

The Project Partners will take the lead on establishing landowner communication. The Selected Consultant shall assist the Project Partners with site visits for all 15 project sites. All site photos and notes, including landowner communications, shall be submitted to the Project Partners and the Basin Planner. Post-site visits the Selected Consultant shall review Phosphorus reduction and design life 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), historic and archeological considerations, and 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 CWIP Funding Policy Eligibility Criteria.

TASK 5: PROJECT DEVELOPMENT

The Selected Consultant shall develop basic project concept drawings, preliminary cost estimates, potential co-benefits, and recommended next steps for specific development of 3 – 5 priority projects identified in Task 4. For each of the three to five priority projects provide

- a. a two-to-five-page summary detailing the following:
 1. site name,
 2. a location map generated via VT ANR Atlas using CWIP screening layer,
 3. lat/long in digital format,
 4. type of potential phosphorus-reduction-focused project (please use applicable DEC terminology),
 5. a description of how the proposed project restores the stream/river to least erosive condition (i.e., equilibrium condition) and improves habitat and/or would implement restoration work including channel/floodplain modification to improve equilibrium dimensions/connections and/or removes/retrofits river corridor/floodplain encroachments or instream structures,
 6. applicable parcels that would be required for site access and construction,
 7. a notation of any challenges that may complicate eventual implementation (access problem, might be considered a regulatory, permit-driven project, site is very unstable, may require significant additional costs such as access road, high materials costs),
 8. While the identification/confirmation of non-regulatory, stream corridor-based projects is the primary desired outcome of this RFP the consultant should also note any potential co-benefits of the project.
 9. Recommended next steps in terms of project development such as determining feasibility, identifying constraints, overall suitability for implementing the project, key landowners to engage with, key state staff to contact to confirm suitability, which potential municipalities or organizations to contact who could serve as champions/managers for the project as it moves towards implementation, etc.),
 10. a ballpark estimate of the amount of phosphorus reduction that could be achieved and the estimated design life. Prior to the FFIT being released, please use the [Interim Phosphorous Reduction Calculator Tool V1.0](#): (Note: we know it is a challenge to generate an estimate at the identification stage. Just provide your best estimate or a range or cite examples of similar

projects and what their p-reduction results were. If not able to provide a rough estimate, just state reasons why, and

11. an estimate if a Vermont-based consultant were to prepare a Preliminary Design for the project (consistent with DEC requirements) which also included a more refined phosphorus reduction estimate and estimated design life.

12. An estimate if a Vermont-based consultant were to prepare a Final Design for the project (consistent with DEC requirements) plus an estimate of Engineering Oversight costs if that same consultant were to oversee construction and lastly a ballpark estimate for Construction costs.

b. For other projects identified/confirmed in each study stream beyond the five priority sites, provide a table showing the following:

1. Site name
2. lat/long in digital format,
3. type of potential phosphorus-reduction-focused project (please use applicable DEC terminology),
4. project description
5. SGA reach
6. subbasin

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,
 - Potential water quality benefits, and
 - Batch import file / New Project Form for projects absent from the WPD

MILESTONES & DELIVERABLES TABLE

The table of Milestones and Deliverables below corresponds to Tasks 1 – 6 (detailed above).

| TASK | | DELIVERABLE(S) | DELIVERY DATE |
|------|---|---|---------------|
| 1 | Kick-off meeting held | Copy of kick-off meeting notes | 7-26-24 |
| 2 | Initial scoping completed | Preliminary phosphorus- reduction estimates | 8-23-24 |
| 3 | Site visits conducted | a) site visit photos; b) site visit notes / landowner; communications; c) Phosphorus reduction estimates; and d) Estimated design life | 9-27-24 |
| 4 | Permit needs and project eligibility assessed | a) Documentation of required permits; b) Indication of potential challenges / conflicts for obtaining permit; c) Historic and archeological considerations; and d) Evidence that priority projects meet DEC CWIP Guidelines for Formula grant funding. | 10-11-24 |

| | | | |
|---|-------------------------------|--|----------|
| 5 | Project Development completed | For 3 – 5 highest priority projects: Basic project concept drawings; Preliminary cost estimates; Potential co-benefits; Recommended next steps for specific development (see detailed list of Task 5 deliverables below. | 10-25-24 |
| 6 | Final Report submitted | a) Narrative summary of all tasks completed b) List of scoping efforts c) List of development efforts: <ul style="list-style-type: none"> i. Site photos; ii. Barriers to implementation; iii. O & M considerations; iv. Water quality benefits; v. Batch import file / New Project Form for projects absent from WPD | 11-15-24 |

6. PREPARE AND SUBMIT FINAL REPORT TO CCRPC

The consultant shall incorporate requested revisions/improvements to the draft report and submit final copies in MS Word and PDF to dalbrecht@ccrpcvt.org.

The consultant shall submit all photos and video via a media file sharing system to the CCRPC.

Finally, the consultant shall submit an Excel file to CCRPC containing all necessary data for each site assessed/identified to enable the CCRPC to complete the [ANR Online Clean Water Project – New Project Form](#). The consultant does not need to submit the form to DEC. Necessary data is as follows:

| | | |
|--|---------------------------|----------------------|
| ProjectName | ProjectDescription | ProjectType |
| SGA reach | Latitude | Longitude |
| Notes | Towns | SubBasin |
| Partners (enter CCRPC & Town of Huntington) | ParentProjectID | Priority Type |
| Rating | | |

All electronic files, supporting data, GIS layers and documents generated by the retained consultant in the performance of this contract shall become the property of the CCRPC and the State of Vermont. The consultant may retain copies of the files and documents as well.

I. Proposal Requirements

Any questions regarding this RFP must be submitted by 5 PM, EDT June 10, 2024, via email to Dan Albrecht, CCRPC Senior Planner at dalbrecht@ccrpcvt.org. Mr. Albrecht will provide answers via email to these questions to all those consultants who received the original transmission of this RFQ no later than June 12, 2024.

All consultants will be required to prepare a proposal containing technical and cost information as part of this submission as well as a statement of qualifications relevant to the scope of work (see details below). In order to be considered responsive to this RFQ, each proposal must conform to the following requirements:

- ♦ **Submit three separate PDFs (one technical proposal, one cost proposal and one statement of qualifications) via email to Dan Albrecht at dalbrecht@ccrpcvt.org with HUNTINGTON RIVER PROJECT DEVELOPMENT in the Subject line.**

The body of the email should include the name and address of the prime consultant along with the name and telephone number of the appropriate contact person.

Submissions must be received by 5 P.M, EDT June 18, 2024:

Proposals received after the deadline will not be accepted.

A. Required Technical Information (not to exceed eight pages, compiled in one PDF)

The Technical Proposal should include the following (on 8 ½" x 11" format):

1. Scope of Work [6 page maximum] - A scope of work for the project detailing the consultant's proposed approach to the work tasks described in the RFQ, and any recommended adjustments to the scope or individual tasks.
2. Proposed Schedule [2 page maximum] – The schedule should include completion of work tasks and deliverables as well as any key meetings and any recommended adjustments to the schedule within the overall constraint of a completion date of 11-15-2024.

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

Cost information should be included with the proposal. The following information, listing the prime consultant and each sub-consultant separately, shall be submitted:

1. A schedule of staff to be assigned to the project, their hourly rates, and estimated hours per person by task. Note: Assume that 5 high priority projects are identified!
2. Overhead rates, travel, fees, mileage charges, etc.

C. Required Statement of Qualifications (not to exceed eight pages in one PDF)

1. A list of staff who would work on this project as well as copies of their CVs/resumes. One-page CVs/resumes preferred.
2. A summary of projects the firm and its assigned personnel have completed in the last seven years that are similar to those in the scope of work.
3. Three references with emails & phone numbers of recent applicable projects.

II. Consultant Selection Procedures

A. Review of Written Proposals

Proposals will be ranked based on the following criteria:

- ▶ Relevant qualifications of the firm and the personnel to be assigned to the project (30 pts)
- ▶ Demonstration understanding of and experience in completing the project deliverables (30 pts)
- ▶ The relative value and amount of hours that the consultant will put into the project (30 points)
- ▶ Clarity of the proposal and creativity/thoughtfulness in addressing the scope of work (5 pts)
- ▶ The business is a Disadvantaged Business Enterprise (DBE). A DBE means a for-profit [small business concern](#): 1) that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and 2) whose management and daily

business operations are controlled by one or more of the [socially and economically disadvantaged individuals](#) who own it. (5 pts)

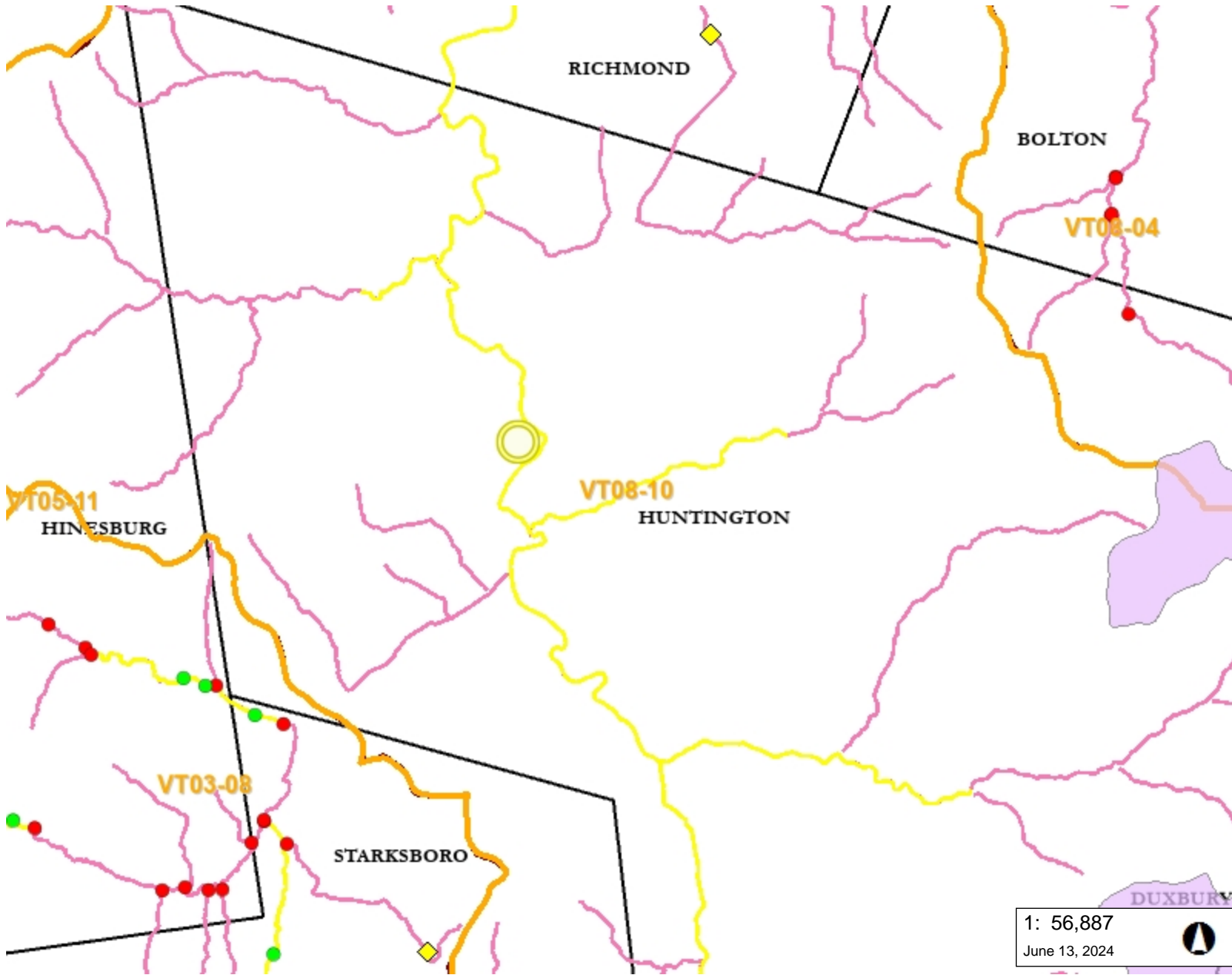
The CCRPC may elect to interview consultants prior to final selection. The CCRPC reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

All proposals become the property of the CCRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The CCRPC 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 RFP in part or in its entirety if it is in the best interest of the CCRPC. This solicitation of proposals in no way obligates the CCRPC 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 the CCRPC at:

Chittenden County Regional Planning Commission
Attention: Dan Albrecht, Senior Planner
110 West Canal Street, Suite 202
Winooski, VT 05404
E-mail: dalbrecht@ccrpcvt.org

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



LEGEND

- Class A(1) Ecological Waters
- Class A(2) Public Water Supply
- Mixed Classifications for Uses
- River Main Stem Waterbodies
- WBID Watersheds

Hazard Class

- High Hazard Potential
- Significant Hazard Potential
- Low Hazard Potential
- Minimal Hazard Potential
- Undetermined Hazard Potential

- Historical Dam Location
- Phase 2 Reach Segment Brea
- Reach Breaks
- Phase 2 Assessed Reaches
- Phase 1 Assessed Reaches
- Project Locations
- Town Boundary

1: 56,887
June 13, 2024

2,890.0 0 1,445.00 2,890.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 4741 Ft. 1cm = 569 Meters
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DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

NOTES

Map created using ANR's Natural Resources Atlas

Chittenden County RPC: Huntington River Select Reaches – Project Development

Project Timeline

| TASK | | DELIVERABLE(S) | DELIVERY DATE |
|------|---|---|---------------|
| 0 | Grant Start | Execute subgrant documents as required by CVRPC | 7-01-24 |
| 1 | Kick-off meeting held | Copy of kick-off meeting notes | 7-26-24 |
| 2 | Initial scoping completed | Preliminary phosphorus- reduction estimates | 8-23-24 |
| 3 | Site visits conducted | <ul style="list-style-type: none"> a) site visit photos; b) site visit notes / landowner; communications; c) Phosphorus reduction estimates; and d) Estimated design life | 9-27-24 |
| 4 | Permit needs and project eligibility assessed | <ul style="list-style-type: none"> a) Documentation of required permits; b) Indication of potential challenges / conflicts for obtaining permit; c) Historic and archeological considerations; and d) Evidence that priority projects meet DEC CWIP Guidelines for Formula grant funding. | 10-11-24 |
| 5 | Project Development completed | For 3 – 5 highest priority projects: Basic project concept drawings; Preliminary cost estimates; Potential co-benefits; Recommended next steps for specific development (see detailed list of Task 5 deliverables below. | 10-25-24 |
| 6 | Final Report submitted by consultant | <ul style="list-style-type: none"> a) Narrative summary of all tasks completed b) List of scoping efforts c) List of development efforts: <ul style="list-style-type: none"> i. Site photos; ii. Barriers to implementation; iii. O & M considerations; iv. Water quality benefits; v. Batch import file / New Project Form for projects absent from WPD | 11-15-24 |
| 7 | Submit grant closeout documents to CVRPC | Per deliverables detailed in VT DEC Clean Water Funding Policy. | 12-31-24 |

Project Staff Capacity:

Dan Albrecht, Senior Planner at CCRPC with 21 years of grant management experience

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Proposed Budget

| Expense/Item | Grant Request | Leverage / Match Funds | Sub-Totals |
|--|---------------|------------------------|------------|
| APPLICANT | | | |
| Project Management (Albrecht) | \$3,100 | | \$3,100 |
| Mileage Charges (use Federal 2024 rate) | \$201 | | \$201 |
| SUBCONTRACTORS | | | |
| Project Development: subcontracted firm | \$30,000 | | \$30,000 |
| <i>Project Completion</i> SUBTOTAL | \$33,301 | | \$33,301 |
| Indirect**: Negotiated FY25 indirect rate is 81% of Salary & Benefits | \$2,511 | | \$2,511 |
| <i>Project Completion</i> TOTAL (<i>Project Completion</i> SUBTOTAL + Indirect) | \$35,811 | | \$35,811 |

Dan Albrecht, Project Manager:

FY25 Rates: Salary + Benefits per hour @\$62 x 50 hours = \$3,100

Mileage Charges:

CCRPC office (Winooski) to Huntington: 50 miles RT x 6 trips x \$0.67/mi. = \$201

FY25 Indirect Rate

81%, assessed on Salary + Benefits only x \$3,100 = \$2,511