

Request for Proposals

Town of Bristol, VT

Final Engineering Design of School St. and School 1 & 2 Sub Surface Infiltration Chamber Projects

Problem

In partnership with the Town of Bristol, Addison County Regional Planning Commission (ACRPC) is issuing this Request for Proposals for consultant services to produce final designs of two stormwater management projects. These two projects (School St. 001 and School 1 & 2) are located near the Bristol Memorial Park and Bristol Elementary School Respectively, and are identified in the Town’s Stormwater Master [Plan](#). The purpose of these projects is to reduce or eliminate stormwater runoff that feeds into an outfall to the New Haven River.

The Town of Bristol has received funding for this project from the Clean Water Design/Implementation Block Grant (DIBG). ACRPC has been hired by the Town of Bristol for project coordination.

Project Schedule

4/8/2021	RFP released
4/30/2021	Deadline for submission of questions
05/07/2021	Response to questions posted
5/14/2021	RFP submission deadline
05/24/2021	Bristol Selectboard meeting
05/26/2021	Consultant selection notification
June 2021	Project kick-off
September 2021	Project completion

Background

The Town of Bristol, VT seeks consulting services for the completion of final designs for two stormwater management projects, building off of the [30% design](#) produced by Watershed Consulting Associates, LLC (WCA). The final design of stormwater management practices may include infrastructure that will collect, store, infiltrate, and filter runoff that contains nutrient and sediment pollution from hard surfaces associated with developed/urban/suburban areas. The Town of Bristol expects a significant reduction of water quality impairments through the final design and implementation of two projects to eliminate stormwater runoff to this outflow. The two projects are:

A) School St. 001 Project

A system of sub-surface chambers is envisioned for the School St 001 site. These chambers would sit under the road and parking spaces adjacent to the park. This structure would be flush with the ground, essentially invisible other than a manhole structure for operation and maintenance access. WCA proposed to use ADS StormTech MC-4500 chambers at this location to maximize storage and infiltration potential. Three rows of chambers would be laid out so the total number of chambers equals 68 for a total storage volume of 12,466 cubic feet. This asymmetric configuration was chosen to minimize disturbance to the park and its associated features such as trees, play structures, and gardens.

B) School 1 & 2 Project

A system of sub-surface chambers is envisioned for the School 1 & 2 sites. These chambers would sit under the playgrounds behind the school. This structure would be flush with the ground, essentially invisible other than structures for operation and maintenance access. WCA proposed to use ADS StormTech MC-4500 chambers at this location to maximize storage and infiltration potential. One row of approximately 11 chambers and another row of approximately 12 chambers would be laid out for sites 1 & 2 respectively. The combined storage potential will total 4,556 cubic feet. Both of these systems may require additional drainage infrastructure (catch basins and pipes) to adequately convey runoff to them. The system for School 1 would also be able to treat runoff from the large area above Mountain Street. This could alleviate some strain on the existing drainage infrastructure along that road. Additional infrastructure will be installed to ensure that not all runoff from the large drainage area above Mountain Street is routed to a singular chamber system on the School property, which could result in more nuisance flooding or groundwater mounding.

While these projects are in separate locations, the similarity of preliminary design and impact provides an opportunity for a single comprehensive final design.

Budget

With the assistance of the Addison County Regional Planning Commission (ACRPC), the Town of Bristol received two Clean Water Design/Implementation Block Grants for these two projects. The budget for each of the projects was estimated to be \$17,100 and time spent on each project will need to be tracked separately. The total design/engineering budget is **\$34,200**. The ACRPC continues to provide support to the Town in the administration and completion of this project.

Scope of Work

The successful consultant will work with the Town of Bristol and the ACRPC to produce final engineering designs and bid documents for both the School St 001 and School 1&2 project. Proposed designs should significantly reduce or eliminate stormwater runoff from these areas to the New Haven River.

The following outline identifies tasks and deliverables:

Task 1: Kickoff meeting.

Task 2: Check in with the DEC Regional River Scientist and obtain review of the 30% design before proceeding with the final designs. Check-ins must include submittal of project concepts/plans to date and discussion of project objectives and potential constraints.

Task 3: Add projects to the Agency of Natural Resources project locator map (<http://anrmaps.vermont.gov/websites/anra5/>).

Task 4: Supplemental site surveys and subsurface soil investigations.

Task 5: Refine the hydraulic analysis as needed.

Task 6: 60% plans and details.

Task 6a: Check in with the DEC Regional River Scientist and obtain review of the 60% design before proceeding with the final designs. Check-ins must include submittal of project concepts/plans to date and discussion of project objectives and potential constraints.

Task 7: Public meeting and presentation with the Selectboard.

Task 8: 100% final design plan and details, including a synthesis of the prior completed deliverables, final cost estimates, and level of effort. Must follow the 2017 stormwater manual for technical aspects and guidance for design and provide treatment of the water quality volume (1inch, 24-hour storm) or, if that is not possible due to site constraints, maximize treatment of runoff to the extent practicable.

Task 9: Final performance report following a template developed by either DEC or SWRPC

Task 10: Documentation of required permits. Contact DEC Stormwater Program to identify and obtain applicable operational or construction stormwater permits or obtain determination no permits are required. Indicate potential challenges or conflicts for obtaining the permit(s), if applicable.

Task 11: Documentation of operation and maintenance plans and responsible party(ies) once the project is implemented.

Task 12: Specifications for construction bid documents.

Format of Deliverables

- A. All documents should be provided in digital format. Any hard copies of draft and final reports shall be printed on both sides (i.e. double-sided). Adobe .pdf format is required for the draft and final reports.
- B. All data, databases, reports, programs, and materials, in digital and hard copy format created under this project, shall be transferred to the Town and ACRPC upon completion of the project and become the property of the Town and ACRPC.
- C. A digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the ACRPC and the Town.

Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively.

A. Required Technical Information

1. Cover Letter.

2. Qualifications of the Consultation Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which of the 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 the RFP.
5. Project Organization – discuss project management structure and relate the job categories listed.
6. Resumes of key staff who will be working on the project (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 three, including the name and telephone number of each.
8. Budget allocation for each project – estimated costs of tasks included in the scope of work for each project, keeping the budget of the two projects separate.
9. The proposal shall not exceed 20 pages.

Questions and should be e-mailed by 4:00pm, Friday, April 30, 2021 to:

Maddison Shropshire, Water Quality Planner
ECO AmeriCorps Member
Addison County Regional Planning Commission
mshropshire@acrpc.org

Final Submission must be received no later than 4:00pm, Wednesday, May 14, 2021. Send by email with “Bristol Subsurface Chamber Final Design” in the subject line to:

Maddison Shropshire, Water Quality Planner
ECO AmeriCorps Member
Addison County Regional Planning Commission
mshropshire@acrpc.org

and copied to:

Valerie Capels, Town Administrator
Town of Bristol

Consultant Selection

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of Town of Bristol officials and ACRPC staff. Proposals will be ranked based on the following criteria (total of 100 points):

- Demonstration of overall project understanding, insights into potential issues, and a demonstrated understanding of the project deliverables (25 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (15 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (15 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (10 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (25 pts)

The Addison County Regional Planning Commission (ACRPC) and the Town of Bristol reserve 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 Town of Bristol upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town of Bristol reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, 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 Town. This solicitation or proposals in no way obligates the Town of Bristol to award a contract.

Contract Requirements

The project shall not start until a written contract with the Town of Bristol to perform the work is executed as outlined in this Request for Proposal. Sub-contractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity

- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

Ownership

All proposals submitted in response to this RFP become the property of the Town of Bristol. All reports, documents, maps, data, and materials developed by the consultant for this project shall be the property of the Town of Bristol and shall be treated by the Town as public information.

Further Information

Please contact Maddison Shropshire, Water Quality Planner, ECO AmeriCorps, Addison County Regional Planning Commission at 802.388.3141 or mshropshire@acrpc.org with any questions about this project.

Please address your response to:

Maddison Shropshire
ACRPC
14 Seminary Street
Middlebury, VT 05753
mshropshire@acrpc.org