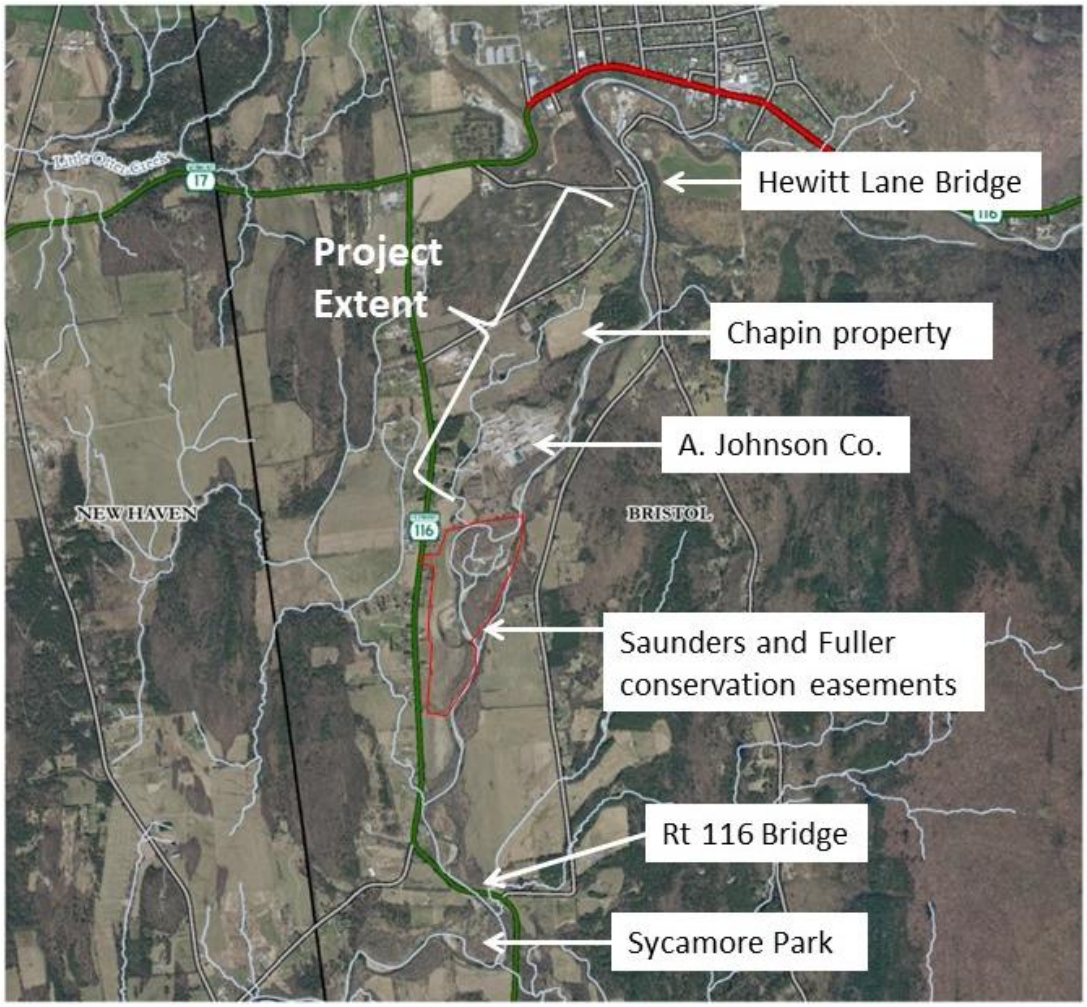
Request for Proposals
Bristol Flats Scoping, New Haven River, Bristol, Vermont

Date Issued: March 21, 2024 **Date Due: April 18, 2024 at 4PM**

Contact person: Andrew L'Roe, alroe@acrpc.org, 802-388-3141 x3. All questions related to this request for proposal shall be addressed to this individual no later than 5 business days prior to the Date Due above.

Project Address/Location:
1.3-mile reach of the New Haven River Main Stem extending downstream from Hewitt Lane bridge, Town of Bristol, Vermont



Project Summary:
Addison County Regional Planning Commission is requesting proposals for a flood mitigation scoping study to evaluate flood risk, identify alternatives, issues and costs, estimate potential phosphorus reductions, and provide recommendations related to potential mitigation alternatives.

As it descends from Bartlett's Falls to New Haven Mills, the New Haven River main stem transitions from a high-energy, steep gradient, "V"-shaped channel capable of carrying boulders to a broad, shallow-gradient channel capable of moving only small cobbles and gravel. The 1.3-mile reach of the New Haven River (SGA reaches M13-M12) extending downstream from Hewitt Lane crossing is very dynamic with a history of river-infrastructure conflicts. This transition area is highly sensitive to stressors such as floodplain encroachment, channelization, gravel extraction and removal of woody riparian buffers. In Bristol Village, extensive channel management in reaches M13 and M12 may have initiated or contributed to channel incision that has migrated upstream. Assessment of these reaches is critical for the village of Bristol to understand the context of channel adjustments occurring downstream

This study should evaluate the river dynamics with a focus on geomorphology and understanding the local river processes. Changes to the geomorphic condition reported in the 2004 River Corridor Plan should be documented. Flood inundation and erosion risks should be evaluated with hydraulic modeling based on river section and structure data collected as part of the study. An alternatives analysis should be completed to evaluate possible mitigation actions potentially including buyouts to move people away from risk, floodplain restoration, berm removal, berm movement farther from river edge, instream improvements, corridor protection, and structure replacement. Additional alternatives should be identified during project team meetings and field observations of existing conditions.

Reporting should include comparison of alternatives, flood inundation mapping, locations of alternatives considered, estimates of phosphorous load reductions from various projects, documentation of consultation with relevant DEC staff and the Vermont Department of Historic Preservation, and estimated costs. A presentation and meeting to review the results should be included.

Anticipated Project Schedule

- Request for Bids issued Thursday, March 21, 2024
- Bids due 4:00 p.m. Thursday, April 18, 2024
- Committee meets to award contract: April 24, 2024
- Applicants notified by May 1, 2024
- Work completed by June 6, 2025

Budget

Funding for this study comes through the Otter Creek Basin Clean Water Service Provider and administered by Addison County Regional Planning Commission. The maximum consultant budget is **$** 41,974

Scope of Work

In general, the scope of this project will consist of a planning process that identifies the potential flood mitigation and phosphorous reduction alternatives and factors that will help the community evaluate the alternatives being considered.

The outcome of the process will be:

- Identification and prioritization of improvements
- A public involvement process to ensure local input and support of projects
- Clear, written documentation of project issues and overall feasibility
- A preliminary cost estimate for further engineering
- A preliminary estimate of phosphorous load reductions from a completed project
- Documentation of consultation with appropriate Vermont DEC staff
- A completed ANR Online Clean Water Project- New Project Form
- A signed Vermont Department of Historic Preservation Project Review Form

A) Project Kickoff Meeting

Meet with a local project steering committee composed of ACRPC, Addison County River Watch Collaborative (ACRWC), Bristol Town officials, and property owners, to develop a clear understanding of the project goals, objectives, timelines and deliverables.

B) Compile Existing Data

Compile previous documentation and available mapping, including pre-existing Stream Geomorphic Assessments.

C) Conduct Hydrology/Hydraulic Modeling (H&H report)

Quantify the volume flow rate of water draining from the watershed, and determine the depth and velocity of flow and forces from flowing water on the surface or at hydraulic structures. The report should include: General site description, existing condition, Identification of upstream and downstream impacts (e.g. stage, velocity, duration) of alterations to the floodplain, and proposed conditions.

D) Alternatives Analysis

All of the proposed alternatives (including structure acquisition, demolition, and relocation, and a "No Action" alternative) will be evaluated and presented in an Alternatives Matrix. The matrix will evaluate the ability of potential improvement projects to meet the following project objectives:

- Reduce phosphorus inputs to improve water quality

Project types and descriptions can be found in the DEC Clean Water Initiative Program (CWIP) Project Types Table, within Appendix C of the CWIP Funding Policy, available here: https://dec.vermont.gov/water-investment/cwi/grants/resources

- Other Water Quality Improvements

To improve water quality a practice might reduce sediment and nutrients entering the river system by filtering or removing sediment by settling on reconnected floodplains, reducing erosion, or filtering in a vegetated buffer before runoff reaches the channel.

-Improve Floodplain Connectivity

To improve floodplain connectivity a project would increase either the area of floodplain or the frequency that water from the channel would flow onto the adjacent floodplain. Floodplain reconnection could be achieved by reducing the elevation difference between the channel and the floodplain or by removing constraining berms.

-Improve Habitat or Aquatic Organism Passage

To improve aquatic-organism passage a project might remove a physical barrier to organism movement along the channel such as an outlet drop at a culvert.

-Reduce Flood and Erosion Risk

To reduce flood and erosion risk projects may lower flood levels, reduce velocities, or provide more conveyance capacity within the river and floodplain for water, sediment, and debris.

-Comparative Implementation Cost

The costs for additional design, permitting, and construction in relationship with other alternatives to give a sense of the scale of the financial commitment to implement each alternative.

-Comparative Maintenance Cost

Maintenance costs relative to other alternatives to gives a sense of the ongoing need for actions at a location if the alternative is implemented. A good rating may be a natural project that is expected to function without intervention while a poor rating may be an alternative where removing sediment or debris is likely required annually.

-Avoiding Constraints

Location or project specific needs or constraints, including issues that may prevent a project from being successful.

E) Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project.

F) Meeting and Presentations

Provide draft report and meet with the local project steering committee to discuss hydrologic modeling and alternatives analysis.
Taking into consideration previously gathered information and analyses, conduct a public informational meeting to present all the alternatives that have been considered.

G) Reporting

The draft and final reports will include all elements of this RFP provided in digital format. Adobe .pdf format is required for the draft and final reports. All data, databases, reports, maps, programs and materials, in digital and hard copy format created under this project shall be transferred to the ACRPC upon completion of the project and become the joint property of the ACRPC and Town of Bristol. The consultant will provide one digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the ACRPC project manager.

Proposal Format

Responses to this RFP shall consist of:

A) A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the ACRPC including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of 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.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

Please note that Items 1–5 should be limited to a total of 10 pages. Resumes, professional qualifications and work samples are not included in this total.

B) A cost proposal consisting of:

1. A composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub- consultants is proposed, a separate schedule must be provided for each.

Selection

The Selection Committee is made up of representatives of ACRPC and its partners from the Town of Bristol and Addison County River Watch Collaborative (ACRWC).

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Max. Points	Weighted Points
Qualifications of the firm and the personnel to be assigned to this project	2	5	10
Experience of the consultant personnel working together as a team to complete similar projects.	3	5	15
Demonstration of overall project understanding and experience with geomorphology and habitat restoration design.	5	5	25
Clarity of the proposal and thoroughness in addressing the scope of work.	6	5	30
Submission of a complete proposal with all elements required by the RFP	2	5	10
Quality of representative work sample	2	5	10
Total			100

Technical Proposals will be discussed and ranked, and the cost proposals will be reviewed for consistency with the evaluation of the Technical Proposals. The selection committee may elect to interview consultants prior to final selection. The ACRPC reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the ACRPC requesting approval of such a change.

The Selection Committee will select the consultant on or about April 24, 2024 to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

Should either party fail to execute a contract within 30 days of notification of award, the ACRPC reserves the right to rescind the award and select services from another interested firm.

Consultants interested in this project should submit their proposal as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Contact Person prior to submission to avoid proposals being relegated to their spam or junk email files.

Contact:
Andrew L'Roe
alroe@acrpc.org
802.388.3141 x3
Project Name: Bristol Flats Flood Mitigation Scoping Study

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted.

All proposals, upon submission, become the property of the ACRPC. The cost of preparing, submitting and presenting is the sole expense of the firm. The ACRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, or cancel this RFP in part or in its entirety, if it is in the best interest of the RPC. This Request for Proposals in no way obligates the ACRPC to award a contract.

Proposals received after the deadline of **April 18, 2024 at 4PM** will not be considered.

Additional Information

Questions can be directed to Andrew L'Roe, alroe@acrpc.org

Additional information can be found on the ACRPC Grants and RFPs webpage: https://acrpc.org/grants-rfps/

The Addison County Regional Planning Commission is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, or age, or familial status.