

# REQUEST FOR BIDS

## Winooski River Berm Removal, near John Fowler Rd. Bridge

### Marshfield, Vermont

#### Project Schedule:

November 6, 2023	Release Request for Bids
November 15, 2023	Deadline for Questions
November 17, 2023	Response to Questions
November 22, 2023 at 6:00 PM	Deadline for Submission of Bids
November 28, 2023	Notification of Bid Selection
March 1, 2024	Target Completion

**Bids must be clearly marked and emailed to: Allaire Diamond, Vermont Land Trust, [allaire@vlt.org](mailto:allaire@vlt.org) by 6:00 PM on Wednesday, November 22, 2023.** Late bids will not be considered. Companies that are women-owned, minority-owned, and local small businesses are encouraged to submit bids.

\*\*\*\*\*

**Background:** Vermont Land Trust (VLT) is soliciting bid proposals for preliminary engineering design for a berm removal along the Winooski River just north of the John Fowler Rd. bridge in Marshfield. The 600-1000' berm extends across two properties: a state-owned (Vermont Fish & Wildlife Department) river access parcel along the road, and a bare land parcel owned by Tim and Marie Maclay, which has long been managed for hay. The berm impedes floodplain access by the Winooski. The Maclay parcel was conserved with a River Corridor Easement in 2021 with the previous owners (Fairmont Farms). In 2019, some preliminary development of the berm removal project was completed by Fish & Wildlife program staff. That information is being incorporated into the current effort. Vermont Land Trust is the current project manager and seeks to retain a qualified firm to complete an existing conditions study, hydraulics and alternatives analysis, and 30% preliminary design for the berm removal. Data collection and hydraulic modeling will elucidate the phosphorus benefit of full or partial berm removal and associated floodplain restoration practices, including repair of a gully that has formed behind part of the berm and tree planting along the restored riparian buffer. The goal of the project is improved floodplain function and water quality in the Winooski River valley.

This design project is being funded through the Vermont Department of Environmental Conservation's Winooski Basin Water Quality Council, administered by the Central Vermont Regional Planning Commission in its role as Winooski Basin Clean Water Service Provider.

The project's Watershed Project Database number is 8401; its name is 'Proposed Berm Removal Upper Winooski 33'.

#### Project Location

This project is located on river left just upstream (north) of the John Fowler Rd. bridge across the Winooski River. The berm extends for 600-1000' (as estimated from aerial imagery) across two parcels owned by Vermont Fish & Wildlife, and Tim & Marie Maclay. Please see attached project locator map.

Coordinates: 44.285460, -72.413321

## Scope of Work

1. Data Collection and Develop Existing Conditions Plan. The Contractor will collect the following data to inform existing conditions plans including:
  - a. River and floodplain assessment
  - b. GIS map and field notes
  - c. Wetland delineation (if needed)
  - d. VDHP project review and ARA (if needed)
  - e. Other permitting-related documentation
  - f. GPS data and section survey
  - g. GIS survey map
  - h. Finalized Existing Conditions Plan
2. Hydraulics and Alternatives Analysis. The Contractor will perform hydraulics analysis and analyze alternatives to inform the project.
  - a. Prepare 2d RAS model and flow estimates
  - b. Develop alternatives analysis for berm removal
3. Stakeholder Meeting. The Contractor will work with VLT to convene a stakeholder meeting with landowners and other key stakeholders to review the Existing Conditions Plan and confirm preferred alternative.
4. Preliminary (30%) Design. The Contractor will develop a 30% design and facilitate a review process with stakeholders.
  - a. Preliminary (30%) Design.
  - b. Hold two design review meetings with landowners and other key stakeholders and make agreed-upon edits
  - c. Develop a preliminary cost opinion
  - d. Develop a preliminary design memorandum

## Project Timeline Targets

Task	Anticipated Timeline
1. Data Collection and Existing Conditions Plan	December 2023
2. Hydraulics and Alternatives Analysis	December 2023-January 2024
3. Stakeholder Meeting	Mid-January 2024
4. Preliminary (30%) Design	All tasks complete by March 1, 2024

## Permits.

This design project is not subject to any permits. Data collection for permitting will be collected and permit/review applications submitted as part of this project.

**Bid Proposal Requirements:** Proposals shall be submitted by email to [allaire@vlt.org](mailto:allaire@vlt.org) no later than 6:00 pm on November 22, 2023.

The proposal should detail the following:

- Proposals must clearly address each of the selection criteria identified in this RFP.
- A detailed scope of work describing how the deliverables will be met. Specific tasks need to be thoroughly described.
- A complete and detailed deliverables table.
- A schedule identifying major project milestones.
- A list of personnel and explanation of prior experience with similar engineering work.
- A description of any tasks that will be subcontracted, including the names of possible subcontractors.
- A cost breakdown sheet in response to the scope of work.
- Confirmation that firm carries Workers Compensation Insurance and Liability and Property Damage Insurance.

Upon submission, all proposals become the property of VLT. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the contractor.

**Proposal Evaluation:** Proposals will be evaluated by two VLT staff members based on:

- Documented experience with river restoration and designing and implementing restoration projects in Vermont watersheds.
- Documented experience with Vermont regulatory and design requirements.
- Cost effectiveness and thoroughness of the proposal.

VLT reserves the right to amend, modify or withdraw this RFP, require supplemental information from candidates, reject any or all proposals received, and negotiate separately with competing candidates.

**Contracting Provisions:**

This project is being funded through the Central Vermont Regional Planning Commission in its role as the Winooski Basin Clean Water Service Provider, and Vermont Land Trust. All contractors, 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. These are described in the attached 'Standard State Provisions for Contracts and Grants' and some below.

Prior to construction, contractors must provide to VLT evidence of adequate insurance coverage (Certificate of Insurance), including:

*Workers Compensation:* With respect to all operations performed, the consultant shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

*General Liability and Property Damage:*

Unless otherwise specified, each policy shall have limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Please see additional insurance provisions in the attached 'Standard State Provisions for Contracts and Grants'.

The Contractor must affirm being an equal opportunity employer. It is further stated that it is the policy of the State of Vermont that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

Vermont Land Trust is an Equal Opportunity Employer.

