

REQUESTS FOR PROPOSALS

Chelsea Village Flood Study (VT Rt.110 Bridge 10, Maple Street Bridge 45, N. Court St Bridge 43) Two Rivers-Ottauquechee Regional Commission

A. INTRODUCTION

The Two Rivers-Ottauquechee Regional Commission (TRORC) seeks the services of a qualified professional firm or team with experience in civil engineering and river corridor management. A Consultant will assist in a scoping study for State Highway Bridge 10 on VT Rt.110, Town Highway Bridge 45 on Maple Avenue and Town Highway Bridge 43 (North Court Street) in the Town of Chelsea. The results of this study will be utilized by the Vermont Agency of Transportation and the Town of Chelsea in future infrastructure replacements.

B. PROJECT SUMMARY

The goal of the project is to model flood hazards and identify potential flood hazard mitigation projects for the Town of Chelsea in the village area around the bridges mentioned above. A map of the general project area is attached.

C. PROJECT FUNDING

The Vermont Agency of Transportation (VTrans) is providing funds to TRORC for this scoping effort, the consultant work shall not exceed \$27,500.

D. BACKGROUND

The Town of Chelsea is divided by VT Rt.110 that runs north-south of which the First Branch of the White River runs parallel to. In the village of Chelsea, the Jail Branch intersects with the First Branch of the White River resulting in portions of the village being subjected to frequent spring ice jams and flooding. Please see attached excerpt of Chelsea's Hazard Mitigation Plan with respect to ice jams and flooding. Within the last two years, VTrans has focused on the 2017 scheduled replacement of State Highway Bridge 9 and State Highway Bridge 11 on VT Rt.110 that are located on either end of the village spanning the First Branch. Concerns about both bridges' hydraulic capacity during the bridge design phase brought further discussion of the overall flood risk of the village and of the insufficient hydraulic capacity of Bridge 10 (a 53ft x 18ft concrete slab), Bridge 45 (22ft x 31ft concrete encased steel beam) on Maple Avenue just off VT Rt.110 and Bridge 43 (26ft x 27ft concrete slab) that all span the Jail Branch.

E. SCOPE OF WORK

TRORC will retain the services of a qualified consulting team with experience in civil engineering and river corridor management to complete the scope of work outlined below. All materials and documents, whether preliminary or final, provided in the scope of work shall become the property of TRORC and the state of Vermont.

The Consultant shall complete the following Scope of Work:

1. **Model:** Develop model of a 100 year flooding/hydraulic conditions on the Jail Branch and the First Branch in the Village of Chelsea. Project area will be downstream of VT RT. 110 Bridge 11 and upstream of VT RT. 110 Bridge 9 on the First Branch, centered on Bridge 45 (Maple Ave); and Bridge 43 (North Court St) downstream through VT RT. 110 Bridge 10 to the confluence of the Jail Branch and the First Branch. The main focus is a hydrologic and hydraulic sizing recommendation for VT RT. 110 Bridge 10 with a secondary focus on Town Highway Bridge 45 and 43 as well as any stream restoration designs to improve hydraulic capacity and minimize ice jamming. This model shall be designed to test current conditions, as well as potential hazard mitigation alternatives. In developing this model, the Consultant should utilize existing data developed by the Vermont Department of Environmental Conservation (DEC) River Management Section or other similar agency to the greatest extent possible.

2. **Alternative Analysis:** Using the model developed above, the consultant will run scenarios testing the impacts of potential mitigation measures. The Consultant will:
 - a. Provide quantitative and qualitative data regarding the impact potential mitigation measures will have on flood conditions in Chelsea.

 - b. Provide information, with input from the Advisory Committee and DEC River Management Section, on the compatibility of potential mitigation measures and other community goals (including, but not limited to, maintenance costs, public safety, ecological impacts, economic development, etc.)

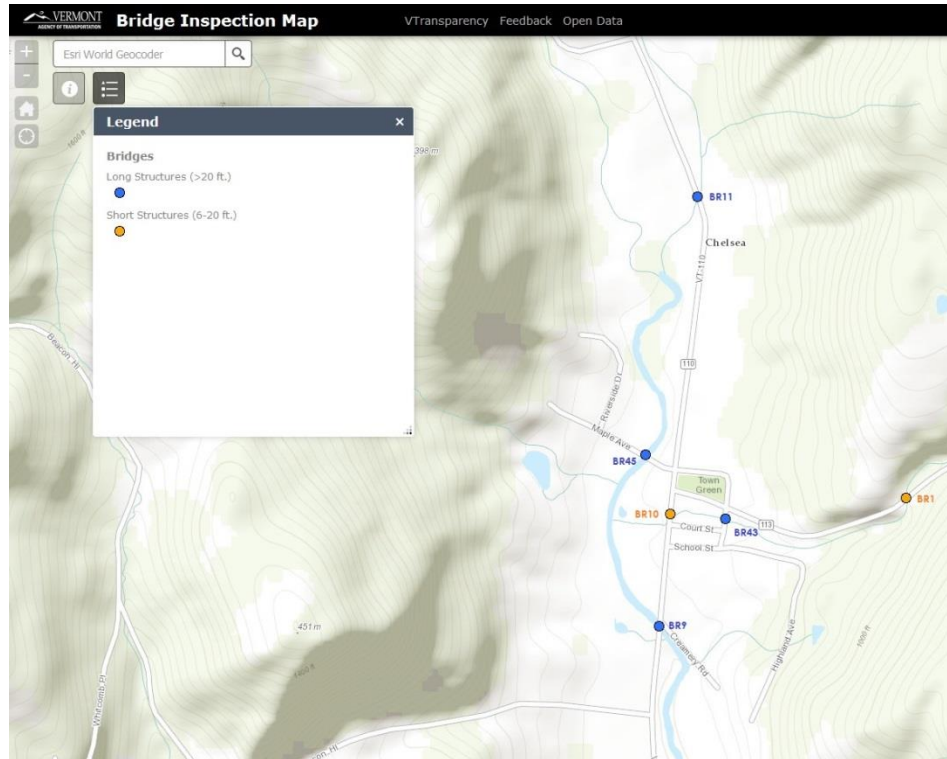
 - c. Based on the information in subparagraphs a. and b. above, the Consultant will assist the Advisory Committee in selecting 2 - 4 "preferred alternatives."

3. **Final Recommendations:** The Consultant will develop preliminary engineering plans and cost estimates for the preferred alternatives identified above.

F. Advisory Committee

The Advisory Committee will include:

- Two Rivers-Ottauquechee Regional Commission - Kevin Geiger and Pete Fellows
- Vermont Agency of Transportation - Pam Thurber
- Vermont Department of Environmental Conservation - Pat Ross
- Chelsea Selectboard members



G. PROJECT DELIVERABLES

The Consultant shall present the following deliverables to TRORC, the Town of Chelsea and VTrans.

1. **Model:** The Consultant shall provide TRORC with printed and digital formats of the model. The model shall be developed in such a way that future analysis may be conducted by TRORC/Town of Chelsea/VTrans with or without the Consultant's assistance. Any survey or other data created to develop the model, which shall be submitted in PDF and AutoCAD format, shall become the property of TRORC and the state of Vermont.
2. **Alternative Analysis:** The Consultant shall provide TRORC with reports on each alternative investigated, including quantitative and qualitative data, including original model reports. The Consultant shall provide TRORC with a matrix evaluating compatibility of potential mitigation measures and other community goals. This information shall be provided in printed and digital format.
3. **Final Recommendations:** The Consultant shall provide TRORC with printed and digital formats of all preliminary designs and cost estimates. All reports shall be submitted in PDF and AutoCAD formats, and shall become the property of TRORC and the state of Vermont.

H. CLIENT REPORTING

The Consultant will provide monthly project updates, preferably via email. Format of periodic reporting will be confirmed at the Project Initiation Meeting. Since the proposed work is funded through government funds, the selected Consultant shall be expected to comply with all Federal OMB and State business and auditing procedures.

The Consultant shall participate in at least three (3) meetings with the Advisory Committee, including:

1. **Project Initiation Meeting:** The Consultant shall meet with the Advisory Committee to finalize the scope and schedule of the study. The Consultant and Advisory Committee shall discuss potential mitigation measures to evaluate and begin development of, the alternatives evaluation matrix.
2. **Alternative Presentation and Selection:** The Consultant shall provide a presentation on the model and alternative analysis to the Advisory Committee. Following this presentation, the Consultant will meet with the Advisory Committee to select preferred alternatives.
3. **Final Presentation:** The Consultant shall provide a public presentation on the results of the model and alternative analyses. The Consultant shall provide an explanation of the conceptual design of preferred alternatives.

I. PROJECT SCHEDULE

November 18, 2015	Proposals solicited
December 2, 2015	Deadline for submission of questions
December 9, 2015	Response to questions posted to TRORC's website (www.trorc.org)
December 18, 2015 at 1PM	Proposal deadline
January 7, 2016	Award notification
January 15, 2016	Contract execution
August 31, 2016	Project Completion

Please direct questions related to this RFP to Pete Fellows, GIS Manager at (802) 457-3188 or via email at pfellows@trorc.org.

J. TERMS OF CONTRACT

Proposals for a seven (7) month agreement are being sought. Upon selection of the Consultant, TRORC and Consultant will enter into an agreement for a period of up to 7 months unless otherwise amended by TRORC. All costs will remain fixed for the term of the contract period. The contract shall include a thirty (30) day termination clause.

K. PROPOSAL SUBMITTING REQUIREMENTS

Proposal must address all the points outlined herein as required, in the following order:

- A. **Cover Letter:** A cover letter expressing the firm's interest in working with TRORC including identification of the principal individuals who will provide the requested services.
- B. **Technical Proposal:** No more than ten (10) additional pages addressing the following items:
 - a) A description of the general approach to be taken towards completion of the project, as outlined in the RFP.
 - b) A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task, a summary of estimated labor hours by task, and an estimated timeline for each task, including meetings.
 - c) A list of individuals who will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
 - d) The names of any outside consultants and/or subcontractors, including location of offices and the specific individuals to be utilized on this project team. Include a brief description of their role on the project, an organizational chart, and the resume of project team members.
 - e) A list of at least three (3), but not more than six, references (including contact information), preferably from past projects of a similar nature. Preference will be given towards projects completed within the past five years.
- C. **Cost Proposal:** A cost proposal consisting of a composite schedule by Step and by Task of direct labor hours, direct labor and fringe 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.

L. PROPOSAL EVALUATION CRITERIA

Proposals will be considered exactly as submitted. Proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be evaluated. Proposals will be evaluated based on the following criteria:

- A.** Understanding of the project and quality of proposal and written presentation (i.e. clarity, creativity, thoroughness in addressing the scope of work, etc.) (25 Points)
- B.** Overall cost and total hours available, including availability and accessibility. History of effective schedule and budget management for projects of a similar scale and scope. (25 points)
- C.** Qualifications of the consultant(s) and the personnel to be assigned to this project. (i.e. previous experience in civil engineering, hazard mitigation planning/river corridor management; successful completion of full other similar projects; special expertise, etc.). (25 Points)

D. Understanding of the area, similar community characteristics, and northern Vermont climate. (25 Points)

M. SELECTION PROCESS

Submission details: Five (5) hard copies of the technical proposal and the accompanying cost proposal in sealed envelopes should be submitted by the proposal deadline indicated in the project schedule to the Two Rivers-Ottauquechee Regional Commission. An electronic copy of the technical and cost proposal shall also be submitted in PDF format:

Two Rivers-Ottauquechee Regional Commission
Attn: Pete Fellows, GIS Manager
128 King Farm Road
Woodstock, VT 05091
pfellows@trorc.org

Clearly indicate the following on the outside of the sealed envelope containing the technical and cost proposals:

Name and address of prime consultant
"Request for Proposal: Chelsea Flood Study"

Proposals must be delivered on or before **1:00PM** Eastern Standard Time (EST), **December 18, 2015**. Proposals received after the above time and date will not be considered. No facsimile-machine produced proposals will be accepted.

Upon submission, all proposals become the property of TRORC. The expense of preparing, submitting and presenting a proposal is the sole responsibility of the Consultant. TRORC retains the right to reject any and 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 TRORC. This solicitation in no way obligates TRORC to award a contract.