

South Royalton School  
**REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES  
DESIGN FLOOD PROOFING MEASURES FOR FLOOD DAMAGED  
SECTION OF SCHOOL**

[Released 6/23/2016]

The South Royalton School is accepting proposals for engineering services to design flood proofing measures for the back of the school that experienced severe flooding during Tropical Storm Irene. Engineering design services, as well as assistance with permitting, are needed.

The back of the South Royalton School was subjected to severe flooding from Tropical Storm Irene and recently from this past winter. During T.S. Irene, the creek that runs along the school backed up from emptying into the White River and flooded the back of the school. The dry well adjacent to the art room has also contributed to the flooding issue. This project consists of two major components: retrofit the HVAC and building egress components utilizing flood barriers and/or relocation of components, and a separate civil component, to explore alternatives for diverting flows from the tributary away from the structure. The basic scope of work would likely need to include the following at a minimum: Topographic Survey; Review of Existing Construction Drawings; Development of Flood Diversion Alternatives; Development of Egress/HVAC Flood Proofing/Relocation Alternatives; Preliminary Design (Drawings, specifications, costs); Final Design (Final Drawings, specifications, costs); and Permitting.

No preliminary sketch concept designs have been completed. Photos of the affected area are attached. The firm will need to provide two designs for this project, one for each major component. One design for work on the school building, and one design for work on the tributary. The design specifications should not be unduly complex and should reflect the small size of this planning project. A project of this size should not require undue effort with these certifications.

This project is funded by a federal HUD CDBG-DR planning grant that has been awarded to the South Royalton School. TRORC will handle CDBG grant management and payments with the School. The draft design plans will be required by mid-August to complete the environmental review deadline on September 1, 2016.

Proposals should be straightforward and should not include resumes and extensive narratives. They shall, at a minimum, accomplish the following:

**I Minimum Scope of Work:**

1. Develop a design for the South Royalton School flood proofing project, and a detailed cost estimate and construction specifications
2. Obtain the necessary permits and authorizations on behalf of the School. The designer will obtain permits while acting as an authorized representative for the School.
3. Work with School to complete planning including site visits.

**II Response Format**

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the firm’s interest in working with the South Royalton School, 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. Demonstration of success on similar projects, including a brief description and a contact name, with contact information for reference.

B.) A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost, overhead rate and fee for the project.

**INSERT EVALUATION CRITERIA**

**III Contract Period and Amount**

The School Board will select the consultant on or about July 22, 2016. All work on the project must be completed by June 1, 2017. Proposals will be evaluated on the criteria listed below including cost and qualifications of the designer. Cost is not the only qualification that will be considered.

Review Criteria	Points
Understanding of the Project + Knowledge of Project Area	20
Qualifications / Experience of Proposed Staff	20
Reasonableness of Proposed Costs/Labor by Task	20
Ability to Meet Schedules & Budgets	10
Past Performance on Similar Projects	20
Knowledge of Federal and State Standards and Policies	10
<b>TOTAL</b>	<b>100</b>

**IV Due Date**

Proposals are due to the Two Rivers-Ottawquechee Regional Commission, 128 King Farm Road, Woodstock, Vermont 05091 by 12 PM July 14, 2016. Four (4) copies of the proposal are required, clearly mark “South Royalton School Engineering Design Proposal” on the outside of the envelope. Proposals may be e-mailed to [vlevite@trorc.org](mailto:vlevite@trorc.org).

The School reserves the right: (1) to accept or reject any or all Proposals in whole or in part and to accept other than the lowest price proposal; (2) to amend, modify, or withdraw this Request for Proposals; (3) to require supplemental statements or information from proposers; (4) to extend the deadline for responses to this Request for Proposals; (5) to waive or correct any irregularities in Proposals received, after prior notice to the proposers.

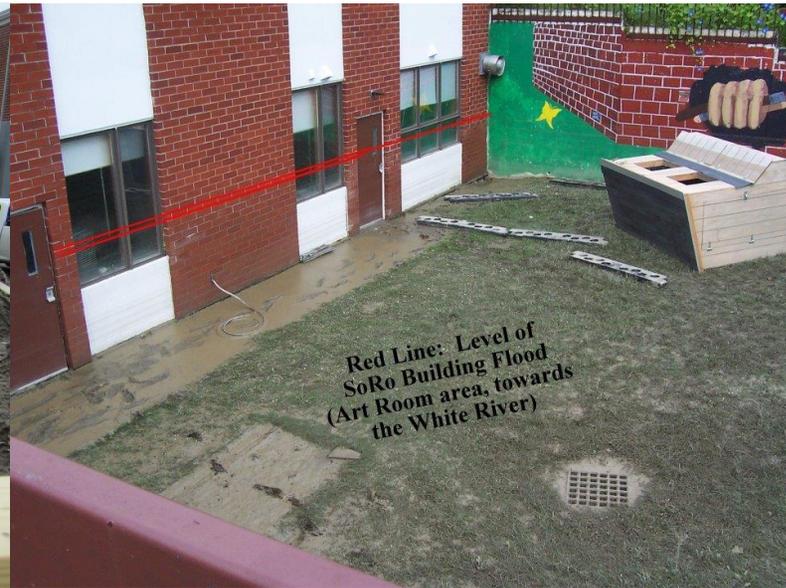
Qualified disadvantaged (DBE) and women (WBE) businesses are encouraged to submit proposals.

All plans, maps, data, reports, databases, and materials used or created for this project will be delivered to, and become the property of the South Royalton School.

Questions shall be directed to Tory Levite, Planner at 802-457-3188 or at [vlevite@trorc.org](mailto:vlevite@trorc.org)

## South Royalton School, Photos Related to the Floods from Tropical Storm Irene:

The lower level of the school was flooded, primarily the backed up stream, which feeds into the adjacent White River overflowed into the school entering at two points. The primary problem area which has not been resolved is at the south east side of the school adjacent to the stream, it was determined that the streambank could not be built higher to offset the problem. We do not know what to do about this problem area. The other area of the building near the art room, now has a higher bank, which should prevent any flood waters from entering.



# South Royalton School and the Problem Areas... Flood Risk Case

