

Whitingham STP MM20(3) Request for Proposals

Whitingham STP MM20(3) Request for Proposals Jacksonville Scoping Study Town of Whitingham, Vermont

Date Issued: August 14, 2020

Date Due: September 9, 2020 at 4:00 P.M.

Revision Issued: September 2, 2020

Revised Date: Friday, September 11, 2020 by 2pm

Contact person: John Bennett, Municipal Project Manager (MPM), telephone: 802-257-4547 ext. 110 and email: johnbenn@windhamregional.org, mailing address: John Bennett c/o Whitingham Selectboard Office, 2948 VT Route 100, PO Box 529, Jacksonville, VT 05342. All questions related to this Request for Proposals (RFP) shall be addressed to this individual no later than five (5) business days prior to the Date Due above.

I. INTRODUCTION

The Town of Whitingham is requesting proposals for production of a scoping study to identify issues with construction of a North River flood resiliency project in Jacksonville providing access from VT100 to the Municipal Center and Fire Station, funded in part by the Federal Highway Administration and the Town of Whitingham, through the Vermont Agency of Transportation (VTrans) Municipal Assistance Bureau (MAB).

This project is to complete a scoping study for identified river corridor flood resiliency projects that are on and adjacent to municipal land and will increase flood resiliency for the Village of Jacksonville. These projects were initially identified in the “River Corridor Plan for the East Branch of the North River in Halifax and Whitingham, Vermont” dated December 21, 2017 and prepared by Fitzgerald Environmental Associates, LLC. The proposed projects identified in the River Corridor Plan to be included in the scoping study are: Project NR-18, Culvert replacement; Project NR-19, Bridge removal, and Project NR-21, Floodplain restoration and Infrastructure resiliency.

Specifically, the scoping study will include Project NR-18 which is the removal and replacement of an undersized culvert which is currently an 8.5 foot-wide squashed CMP culvert, in poor condition and a significant channel constriction at 53% of bankfull width. Alternatives to examine include replacing it with a culvert or structure of the appropriate size (width), widening the river channel to bankfull width, and stabilizing the river banks. Additional issues include extending the length of the culvert to allow better ingress/egress, which may involve relocating an existing utility pole. The study will also examine Project NR-19 in the River Corridor Plan, the removal of an undersized cement bridge which is an extreme channel constriction at 34% of bankfull width and was the location of major overbank flooding during Tropical Storm Irene. This bridge’s hydraulic capacity is exceeded during large flood events, backing up floodwaters and increasing flood depths. The study will also examine Project NR-21 which involves a property downstream where the Town is pursuing a FEMA buyout of the property and removal

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of the house. Scoping should include addressing widening of the channel to bankfull width and excavation of the area to allow floodwaters to access the floodplain.

The owner of the project is the Town and the sole authority for the Consultant during the project rests with the Town of Whitingham Selectboard.

Project development must follow the VTrans Municipal Assistance Bureau (MAB) process. Questions related to the MAB project development process can be answered by Chris Hunt, VTrans Project Supervisor, Municipal Assistance Bureau, by phone at (802) 595-4556 or email at Chris.Hunt@vermont.gov.

All work will be accomplished in accordance with the following:

- MAB Guidebook for Municipally Managed Projects (found on the VTrans MAB website <https://vtrans.vermont.gov/highway/local-projects>).
- MAB Project Development Process flow chart (found on the VTrans MAB website).
- Specifications for Contractor Services (found in the MAB Guidebook appendix).

II. SCOPE OF WORK

In general, the scope of this work will consist of a planning process that identifies the needs of the flood resilience project within a defined area taking into consideration the existing conditions. The outcome of the process will be:

- Identification and prioritization of improvements
- A public involvement process to ensure local input and support of projects
- An assessment of historic, archaeological, and environmental impacts
- Clear, written documentation of project issues and overall feasibility
- A complete preliminary cost estimate for further engineering, project administration, environmental review, and construction

The draft and final reports will include all elements of this RFP in a format outlined in section L.

The following tasks are listed to ensure that the consultant work meets local needs and project specifics. The scope of work contains these elements and must include three (3) public meetings (see items C, I, and L) and the production of draft and final reports.

TASKS

A.) Project Kickoff Meeting

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Meet with Town and State officials (local project steering committee and the VTrans Project Supervisor) to develop a clear understanding of the project goals, objectives, timelines, and deliverables.

B.) Compile Base Map/Document Existing Conditions

Compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town (if available) and other natural resource-based GIS data available from the Regional Planning Commission (RPC) or the Vermont Center for Geographic Information (VCGI). The compiled information must be displayed in an ArcView-compatible format. Display of typical sections and other engineering type drawings may be done with software other than ArcView. Existing conditions to be noted include presence of existing pedestrian/bike facilities, roadway widths, subsurface drainage and any other items the consultant feels are appropriate. Additional items to be mapped may include natural resource constraints, utilities, historic and archaeological impacts, etc. Additionally, the consultant will collect traffic information such as the Average Daily Traffic, pedestrian and bicycle counts, and available crash data. The consultant may elect to undertake a topographic survey to more accurately map roadway widths, location of existing buildings, drainage facilities, and any other features that may be critical to the design of the project.

C.) Local Concerns Public Meeting

The consultant will organize and moderate a local concerns meeting with Town representatives and State officials (including the District Transportation Administrator, Permitting, and Traffic Operations when on the State system.) This meeting is with the public to develop a clear understanding of the project goals, objectives, and concerns. This meeting may be an opportunity to discuss any future maintenance issues or concerns with the proposed project. As an outcome of the local concerns meeting and the project kickoff meeting, the consultant will develop a Project Purpose and Need Statement for proposed improvements. The consultant will generate this statement based on local input and an understanding of existing conditions. Items that may be discussed include what different user groups are anticipated/desired (e.g., town officials, staff, and citizens, Fire Department personnel, and library staff and patrons, etc.).

D.) Identify Land Use Context

The consultant will identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed (e.g., village area). Based on existing land use patterns and potential connections to planned or existing facilities, the consultant will document predicted and existing travel patterns to gain an understanding of the best location for new facilities.

E.) Develop Conceptual Alternatives

In cooperation with the Town staff the consultant will be responsible for identifying potential alternatives for the proposed North River flood resiliency project utilizing the information compiled for the base plan, and site visit(s). Conceptual alternatives should

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address roadway access needs. The consultant will also review the proposed alternatives to ensure that they meet the Americans with Disabilities Act Accessibility Guidelines and other applicable State and Federal requirements.

If the proposed improvement covers a large distance and will likely be implemented in phases, the consultant shall make suggestions about how to break up the project into logical segments. The consultant will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building faces and other features.

As part of developing alternatives, the consultant will assess the impact of the project construction on existing vehicle, pedestrian, and bicycle traffic. The assessment should be made by referencing the VTrans Work Zone Safety and Mobility Guidance document and its appendix. An initial determination should be made as to what level of impact is likely to result from project construction; significant, moderate, or minor. The study shall include a section on traffic management that discusses the possible impacts, what stakeholders may be impacted, and what measures are likely to be needed to address work zone impacts during construction. If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be identified in the overall costs for each alternative.

Note that if proposed alternatives lie within State of Vermont rights-of-way, coordination with various sections of VTrans must take place. At a minimum, the District Transportation Administrator and the Permitting Services section (provide permits for work in State ROW) should be involved. Other possible sections are Traffic Operations Unit (crosswalks, signs, traffic signal warrants), Structures (bridges and culverts) and Highway Safety and Design (changes in lane configurations or turning lanes).

F.) Identify Right-of-way Issues

Compile all right-of-way and abutting property ownership information along the proposed alignment of the project, including roadway and rail road where applicable. This information should identify public/private ownership and any existing easements or restrictions (e.g., Act 250 permits) on affected property. Map right-of-way information on the same base mapping as the existing conditions – see Task B, above). If the project is located along a state highway and will cross existing commercial or residential driveways that are excessive in width, a discussion should be included of the impacts of modifying the driveway to meet current standards (access management). The existing width of state highway right-of-way should be confirmed with the VTrans ROW section. ROW data for the state system can be requested by going to the following link – <http://tinyurl.com/qgv5jua>.)

G.) Identify Utility Conflicts

Identify and discuss all public and private underground and overhead utilities (water,

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sewer, fiber optics, electric, TV, cable, phone) in the project area. Include a preliminary assessment of whether any relocations will be required. Will the relocations occur outside of the existing Rights-of-Way? For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment should include identification of owners of potentially impacted utilities.

H.) Identify Natural and Cultural Resource Impacts and Permitting Requirements

Identify natural and cultural resource impacts including wetlands, surface waters, floodplains, river corridors, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic, archaeological, and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250.

All environmental resource work shall be conducted by qualified professionals in that field (i.e., wetland reviews conducted by qualified wetland biologists, historic preservation reviews by historic preservation professionals, archaeological reviews by archaeologists, etc.), and should be well documented in the scoping report. Reviews can be completed with remote sensing, maps, archives, professional judgement, and minimal field work, if any. More detailed analysis of reviews will be completed during design stages of the project. Project area should be depicted on a map. Environmental resource areas and impacts should also be delineated/illustrated/or otherwise described on the map.

Historic and Archaeological resources will be reviewed to determine potential direct and indirect impacts to those resources. Consultants should identify a proposed Area of Potential Effects (APE) for both direct and indirect effects. For the Historic resources, the correct level of study for above-ground resources would be a survey that identifies properties in the APEs that are potentially eligible for listing on the National Register of Historic Places. For Archaeology, the correct level of effort is an Archaeological Resources Assessment (ARA) which involves no excavations, but identifies where and how much of a proposed project area has archaeologically sensitive land. This is based on the Predictive Model developed by the SHPO office and historic maps, such as Beers, Wallings, and Sanborn for urban areas, Google imaging using the timeline feature to potential land changes over the years and the On-Line Resource Center (ORC) for professional archaeologists conducting work in Vermont. See link below. Field visits may be required to verify any disturbance but at this preliminary level, a desk review may be sufficient to determine general sensitivity.

<https://accd.vermont.gov/historic-preservation/identifying-resources/online-research-center>

Because an alternative has not yet been selected, all Environmental Resource ID work shall include the general project area in which all proposed alternatives will take place. If alternatives are provided in the scoping report, then recommendations for the alternatives' impact on environmental resources shall be stated in the scoping report, along with anticipated permit requirements.

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When possible, documentation from appropriate state and federal agencies (e.g., Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) should be included to summarize the extent to which resources may or may not be impacted. The consultant will identify any permits that will likely be needed for the project.

The Vermont ANR Natural Resource Atlas and BioFinder are web-based mapping tools which should be used to approximate natural resource features. The Atlas serves as a quick reference to help determine which resources, mentioned above, are possibly located within the project limits. To aid in the review the following web applications should be viewed and referenced.

ANR Natural Resource Atlas: <http://anrmaps.vermont.gov/websites/anra/>

- Wetland VSWI & Wetlands Advisory layers
- VT Fish and Wildlife Layers (RTE, uncommon species, deer wintering)
- Hydric Soils layers
- Rivers layers

ANR BioFinder: <https://anr.vermont.gov/maps/biofinder>

The Vermont Significant Wetland Inventory (VSWI) and Wetlands Advisory layers are good places to start to determine potential presence of wetlands, although all state significant wetlands are not mapped. The hydric soils mapping indicates additional areas where wetlands may be present. The actual boundaries and presence of wetlands must always be determined in the field by a professional wetland scientist.

The DEC Watershed Management Division has regional resource scientists who are available to help with project scoping and permitting requirements. For instance, the floodplain managers can help evaluate river corridors and whether certain types of facilities meet the State river corridor performance standard, i.e., fit within these dynamic areas without the application and maintenance of river channelization practices.

Improvements for the North River flood resiliency project may increase impervious surface area, especially where a closed, subsurface drainage system is proposed (new or addition to existing). An estimate of new, redeveloped, and existing contributing surface areas should be included, as well as an assessment of what will be required to obtain a stormwater discharge permit. An estimate of the area of earth disturbance that will result from the project should be included to assess the extent of mitigation that will be required under the ANR Construction Stormwater (erosion prevention and sediment control) permit.

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During development of alternatives, the Consultant shall attempt to minimize discharges of untreated stormwater to surface waters or wetlands, particularly during smaller storms (1 year return frequency and smaller). Reasonable effort shall be made to identify and attempt to minimize conflicts and align project goals as practicable with known community stormwater master plans, tactical basin plans, jurisdictional features associated with State stormwater permits, planned stormwater retrofits, and other related considerations which may be affected by the project.

This resource work will inform the alternative selection so that the project avoids and minimizes, to the extent practicable, impacts to environmental resources. Thorough and well-documented resource identifications will inform the selection of the Least Environmental Damaging Practicable Alternative (LEDPA) and development of Conceptual Plans. Scoping reports will be reviewed by the VTrans Project Delivery Bureau Environmental Section

I.) Alternatives Presentation and Public Meeting

All of the proposed alternatives (including a mandatory “no build” alternative) will be evaluated in an alternatives matrix. The matrix will include resource impacts, right-of-way impacts, utility impacts, ability to meet the project purpose and need, estimated cost, and any other factors that will help the community evaluate the alternatives being considered. Taking into consideration previously gathered information, conduct a public informational meeting to present all the different alternatives that have been considered. The outcome of this meeting should be an alternative selected by the community for further development.

J.) Develop Preliminary Cost Estimates

The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project. Construction cost estimates shall include preliminary bid item quantities. Per foot or lump sum costs will not be an acceptable substitute. The estimates should be based on the assumption that the project will be constructed using a combination of Federal and local funding and will be managed by the local community. The cost estimates should include amounts for construction, engineering, municipal project management, and construction inspection. If the project is to be completed in phases, cost estimates for each phase shall be provided.

K.) Project Timeline

The consultant will provide a project development timeline that takes the project through the design, permitting, and construction phases assuming the use of a combination of Federal and local funding. If necessary, the consultant will develop a project phasing plan for construction of the project over a multi-year period.

L.) Report Production and Public Meeting

Using information gathered from the activities outlined above and from the meetings with the Town, submit draft and final reports outlining the findings of the study. The draft report

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must be submitted to VTrans for comment prior to issuing a final report. A minimum of 3 weeks must be allowed for VTrans review of the draft report. A public informational meeting will be held to review the draft report before completion of the final report. The consultant shall follow the report format shown below and is expected to include all of the elements listed in this RFP. It is expected that the local legislative body will endorse or decline the proposed project at this meeting.

Recommended Format for Final Scoping Report:

Purpose and Need of the Project
Project Area and Existing Conditions
Alternatives, each alternative should define:

- Right-of-Way Impacts
- Utility Impacts
- Natural and Cultural Resource Impacts
- Preliminary Project Cost Estimate
- Future Maintenance

Public Involvement
Compatibility with Planning Efforts
Project Timeline
Viability

M.) Adjustments to Public Meetings

It is anticipated that there will have to be adjustments to conventional public meeting protocols to accommodate the COVID-19 pandemic concerns over public safety. This may include consideration of conducting remote meetings that provide for public input.

III. STANDARDS AND DELIVERABLES

- A.) All documents should be provided in both hard copy (paper) and digital format. All 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 or RPC upon completion of the project and become the joint property of the Town or RPC and the State of Vermont when applicable.
- C.) The consultant will provide ten (10) copies of the draft and final reports. One digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the VTrans Project Supervisor and the Town.

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IV. RESPONSE 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 Town of Whitingham, 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.
8. A representative work sample similar to type of work being requested.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications, and work samples are not included in this total.

B.) A separate 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.

V. CONSULTANT SELECTION

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The Selection Committee is made up of 3 to 5 members, including the Town Selectboard Office Administrator, Town Road Commissioner, Municipal Project Manager (MPM), and the VTrans Project Supervisor. The Selection Committee will make a recommendation to the MAB Project Supervisor and the Town Selectboard to award a contract.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum 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 insights into local conditions and potential issues.	5	5	25
Clarity of the proposal and creativity/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

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with, and in light of, the evaluation of the Technical Proposals. The Selection Committee may elect to interview consultants prior to final selection. The Town of Whitingham 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 Municipality requesting approval of such a change. This change will also need to be approved by VTrans.

The Committee will select the consultant on or about September 30, 2020 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.

VI. SUBMISSIONS

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Consultants interested in this project should submit their proposal to the MPM contact name and address indicated.

Utilize both printed and electronic submission methods:

Five (5) copies of the technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents (technical or cost proposal)
- Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

and

An **electronic submission** must be submitted 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 the proposal being relegated to their spam or junk email files.

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 Town of Whitingham. The cost of preparing, submitting, and presenting is the sole expense of the firm. The Town of Whitingham 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 Town. This Request for Proposals in no way obligates the Town of Whitingham to award a contract.

VII. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>.

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The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all consultants will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town of Whitingham Selectboard, PO Box 529, Jacksonville, VT 05342. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Bureau Guidebook Appendix. The certificate of insurance coverage shall be documented on forms acceptable to the Town.