



111 South Street, Suite 203, Bennington, VT 05201 (802) 442-0713 (802) 442-0439 fax

DRAFT REQUEST FOR PROPOSALS
February 1, 2016

Issued by: The Bennington County Regional Commission, 111 South St., Suite 203, Bennington, VT 05201

Purpose: Complete a river corridor plan for the Hoosic River in Vermont, with segments located in the Town of Pownal, and Phase I assessments followed by Phase II Bridge and Culvert Assessments of Tubbs and Ladd Brooks

Date Issued: February 1, 2016
Questions Due: February 17, 2016 – 4:00 PM
Answers Posted: February 19, 2016 – at www.bcrcvt.org by 2:00 PM

Bid Due Date: March 4, 2016 at 5:00 PM EDT

Award Date: April 1, 2016

Available Funding: \$25,000.00

Hoosic River Miles: **Approximately 8.5**
Ladd Brook Miles: **Approximately 5.0**
Tubbs Brook Miles: **Approximately 17.6**

Attachments: Hoosic Corridor Study Area Map
Hoosic River Phase 2 Stream Geomorphic Assessment (2009)

Contact: Michael S. Batcher
Regional Planner
Bennington County Regional Commission
111 South Street, Suite 203
Bennington, VT 05201
Telephone: (802) 442-0713 ext. 2
Fax: (802) 442-0439
E-Mail: mbatcher@bcrcvt.org

I. Background

The Batten Kill – Walloomsac – Hoosic Tactical Basin Plan, approved in January of 2016, lists the Hoosic in Pownal as impaired and lists both Ladd Brook and Tubbs Brook as impaired and stressed respectively. A Phase II stream geomorphic assessment of the Hoosic was completed in 2009, and river corridor planning was the primary recommended next step of that assessment. Several projects including riparian plantings, floodplain restoration and berm removal along the Hoosic were also identified.

The Phase II did not address Ladd Brook or Tubbs Brook. To complete a corridor plan and address issues on those tributaries, this project will entail both corridor planning and Phase I and II geomorphic assessments of those two tributaries. Sediments are washing into both Ladd Brook and Tubbs Brook from eroding gravel roads and nearby uplands. The main stem of the Hoosic is experiencing channel and land erosion from unvegetated streambanks. Floodplain restoration, erosion and sediment control and other strategies need to be identified to help reduce sediment flow. In some locations, blocked culverts may have caused flooding of mobile home parks. Some culverts carry flows beneath the rail line that parallels the river. Replacing culverts or using other means to reduce flooding threats, such as enhancing wetlands to store storm flows, are needed to increase flood resiliency. Bridge and culvert assessments should be completed to identify needed improvements, and the Vermont Agency of Transportation is a potential source of hydraulic studies for priority bridges and culverts. Riparian buffer plantings, land conservation to protect areas from development that would affect storm flows and sedimentation, river corridor easements to compensate for loss of land due to changes in river geometry, and enhancements to wetlands to provide increase flood storage need to be investigated. Work will involve cooperation among multiple organizations including the town, state agencies, the railroad, and private landowners. Consultation with the Pownal Road Foreman will be essential.

BCRC is currently working with the Town of Pownal to complete a hazard mitigation plan. Pownal is ranked tenth in the state in the number of structures within the special flood hazard zone, and has identified flooding, particularly of mobile home parks, as the most important hazard to address. The Town is also revising their town plan, which will include a new section on flood resiliency. This corridor plan would be integrated into both of those efforts.

II. Scope of Services

Proposals should include:

1. A table describing the steps or tasks, staff time, travel costs, supplies other resources needed and a time frame to complete the river corridor plan, Phase I and II assessments, including bridge and culvert surveys of the Ladd Brook, Tubbs Brook and the project packets (see III. Deliverables) so those can be incorporated into the overall corridor plan. The table should also include a schedule of meetings as well as work with partner organizations such as the Agency of Transportation for hydraulic studies of priority bridges and culverts.
2. A brief description of methods to identify locations, types and causes of stream instability along the Hoosic, Tubbs Brook and Ladd Brook.

3. Methods of data management and quality assurance including provision of data to VT ANR as well as to BCRC and the Town of Pownal.
4. A discussion of information to be collected and analyzed including information from the previous Phase I and Phase II studies along with updated GIS (e.g., LIDAR) to be used to complete the corridor plan. Additional field work and analyses will be needed to assess causes of instability, watershed and reach scale stressors and site specific mitigation projects.
5. Names, addresses, phone and email of three references.

III. Deliverables

The consultant will work with BCRC, Town of Pownal, the Vermont DEC Rivers Program and other parties to create a steering committee for the project consisting of representatives of the town, the Commission, the Bennington County Conservation District and the DEC Rivers Program. Specific deliverables expected include:

1. Participation in three to five meetings of the steering committee and presentations of draft and final plans to the local community.
2. Identification of the goals and objectives of the corridor plan based on this RFP, previous studies and steering committee recommendations.
3. A brief summary of characteristics of the Hoosic River and watershed and both Tubbs and Ladd Brooks from Phase I and II assessments.
4. Preliminary assessment of causes of stream instability from Phase I and II data for Ladd and Tubbs Brooks.
5. Stressor, departure and sensitivity analyses and maps.
6. Contact with the railroad to discuss their concerns and interests on possible culvert improvements.
7. Assessments of culverts and associated ditches and other conveyances that might affect flooding of mobile home parks proximate to Ladd and Tubbs Brooks and the Burdick Trailer Park.
8. Identification of specific projects to address along the Hoosic as well as to remediate impairments to Ladd Brook and Tubbs Brook including prioritization, stressors, benefits, costs and potential partners and funding to be incorporated into draft and final reports.
9. Recommendations for integration of the above projects into flood resiliency and hazard mitigation planning for the Town of Pownal.
10. Identification of lands that might be acquired in fee or easement where restoration projects are needed or lands need to be protected to provide for flood protection and stormwater management. Private landowners would be contacted to discuss their interest in participating in such projects.
11. Phase I and II assessments including bridge and culvert assessments, of Ladd Brook and Tubbs Brook.

12. Presentation of a draft report to the steering committee and to the public by February 24, 2017.
13. Amendment to the draft based on comments received and submission of a final report along with copies of field data, photographs, GIS data and data required by the VT DEC Rivers Program by September 30, 2017.
14. Project packets with design details for five priority projects identified with the steering committee in draft form by July 28, 2017 and final form by September 30, 2017. These packets would include 1) a description of the site location and reach, 2) a brief technical summary of stressors, 3) a comparison of restoration alternatives, 4) the design of the selected alternative, 5) preliminary cost estimates, sources of funding and potential partners, and 6) a review of regulatory requirements.
15. Submission of all field forms, photographs, GIS data and other data in a format as required by the VT ANR Rivers Program for geomorphic assessments along with data from the Agency of Transportation or other sources, with copies to the BCRC.

IV. Required Submission

Electronic versions (Adobe Acrobat or Microsoft Word) of proposals from interested parties must be received at the BCRC (email Michael Batcher at mbatcher@bcrcvt.org) office no later than 5:00 PM on Friday, March 4, 2016. Proposals should be no more than **twenty-five (25) pages in length** including any supplementary materials. Proposals should include the contact name, address, phone and email of the preparer and may list web sites or provide links to documents for further information.

Direct all inquiries and submissions to:

Michael S. Batcher
Regional Planner
Bennington County Regional Commission
111 South Street, Suite 203
Bennington, VT 05201
Telephone: (802) 442-0713 ext. 2
Fax: (802) 442-0439
E-Mail: mbatcher@bcrcvt.org

V. Questions?

Any questions should be submitted via email by February 17, 2016 by 4:00 PM. Answers will be posted on the BCRC website by February 19, 2016 at 12:00 PM.

VI. Proposal Evaluation

- Clarity and organization of the proposal and its responsiveness to completing the project within the specified time frame.
- Previous experience in completing Phase I and II studies and completing river corridor plans.

- Previous experience in designing and implementing restoration projects.
- Demonstrated ability to work effectively and coordinate activities with local officials and interested parties.
- Costs of completing the project.

Proposals will be evaluated by staff from BCRC, VT ANR, the Bennington County Conservation District and other reviewers selected by BCRC.

VII. Schedule

- February 1, 2016 – RFP issued
- February 17, 2016 – 4:00 PM – Questions due
- February 19, 2016 – 2:00 PM – Answers posted at www.bcrcvt.org
- March 4, 2016 – Due date for proposals
- March 5 to March 30, 2016 – Proposal review (Note, bidders may be contacted if necessary for follow-up questions)
- April 1, 2016 – Proposal selected
- April 15, 2016 – contract with BCRC finalized
- May 15, 2016 – Steering committee formed
- June 17, 2016 - Scoping meeting held
- December 31, 2016 – Field work completed
- February 24, 2017 – Draft corridor plan presented publicly
- July 28, 2017 – Five project packets developed
- September 30, 2017 – Final plan presented publicly and available digitally and in hard copy

VIII. Other Information

1. BCRC may accept or reject any proposal and may cancel the project at any time.
2. BCRC may modify and reissue the RFP following review of submitted proposals.
3. BCRC is not responsible for any costs incurred by the vendor prior to issuing a contract. Vendors shall bear the full cost of proposal preparation, any meetings and contract negotiations.
4. BCRC may negotiate a contract with the vendor whose proposal would be the most advantageous to them, based on the selection criteria described below.
5. All proposals submitted as part of this RFP shall become the property of the BCRC. As such, they are public information and may be reviewed by anyone requesting to review them.
6. BCRC may request additional information as part of the proposal review.
7. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
8. All proposals will remain valid for ninety (60) days from the date of submittal.
9. The selected vendor will need to show proof of adequate insurance and required licensing, certification and permitting.