CHITTENDEN COUNTY RPC
Communities Planning Together

REQUEST FOR PROPOSALS (RFP)

CENTENNIAL BROOK WATERSHED FLOW RESTORATION PLAN DEVELOPMENT

Issued ..... July 2, 2012

Deadline to submit questions .....3 p.m., July 9, 2012

Deadline to submit Intent to Bid .....3 p.m., July 13, 2012

Deadline for Submissions .....3 p.m., July 23, 2012

Prepared by:

Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, Vermont 05404

On behalf of:

City of South Burlington, City of Burlington, University of Vermont and Vermont Agency of Transportation

I. Introduction

The Chittenden County Regional Planning Commission, in collaboration with the City of Burlington, the City of South Burlington, the University of Vermont and the Vermont Agency of Transportation, is issuing this Request for Proposals (RFP) for consultant services to develop a Flow Restoration Plan (FRP) for the Centennial Brook watershed (see attached map. The Centennial Brook watershed is 887 acres in size and is located in Burlington and South Burlington, Vermont. These four regulated Municipal Separate Storm Sewer System (MS4s) Operators all own or control impervious surface within the Centennial Brook Watershed subject to the FRP requirement of the NPDES Municipal Separate Storm Sewer Systems (MS4) permit.

The selected consultant will collect data and identify a suite of Best Management Practices (BMPs) capable of attaining the flow reduction targets identified in the Centennial Brook Stormwater Total Maximum Daily Load (TMDL) prepared by ANR (http://www.vtwaterquality.org/stormwater/htm/sw_TMDLs.htm).

Once BMPs are identified, the selected consultant will prepare a FRP that meets the requirements listed in the State of Vermont Agency of Natural Resources (ANR) draft Municipal Separate Storm Sewer Systems (MS4) permit (http://www.anr.state.vt.us/dec/waterq/stormwater/docs/ms4/sw_draft_ms4permit_2010.pdf).

This project is expected to commence on or before August 15, 2012 and will be completed no later than March 1, 2013.

II. Background

Centennial Brook is on the Vermont Agency of Natural Resources (ANR) list of impaired waterbodies (http://www.anr.state.vt.us/dec/waterq/mapp/docs/mp_2008.State_Lists_Final.pdf).

The primary reason for impairment is listed as uncontrolled volume of stormwater runoff. The ANR released a TMDL for the Centennial Brook watershed that was approved by the U.S. Environmental Protection Agency in 2007. The TMDL set targets for flow modification in the stream. The low flow target requires a 23.2% increase in stream flows during low flow conditions. The high flow target requires a 63.4% reduction in flows during the 1 year storm event.

ANR released a draft of the MS4 permit in 2010. The draft permit requires MS4 regulated entities to prepare a FRP for the stormwater impaired watersheds located within their MS4 jurisdiction. The FRP must detail how the watershed can achieve the flow targets prescribed in the TMDL for that watershed.

III. Scope of Work

The following scope of services assumes that the consultant will not maintain a working copy of the ANR Best Management Practice Decision Support System (BMP DSS) tool in their office and all BMP data will have to be submitted to ANR for processing. Consultants that intend to maintain a working copy of the BMP DSS tool in their office should make the appropriate changes to the scope of work in their submission.

All electronic files, supporting data, GIS layers and documents generated by the retained consultant in the performance of this contract shall become the property of the CCRPC and the four MS4's. The consultant may retain copies of the files and documents as well.

1 Coordination Meetings

1.1 Meet with MS4 Communities

Meet with representatives from the Chittenden County Regional Planning Commission and the four MS4's of the City of South Burlington, City of Burlington, University of Vermont, and the Vermont Agency of Transportation to refine the scope of work and project schedule prior to starting work. Review BMPs that currently exist in the Centennial Brook watershed.

1.2 Meet with ANR

Meet with ANR staff to discuss work flow processes associated with submitting data for use with the BMP DSS. The consultant should also discuss requirements and format for submission of a final FRP. The consultant will review the project schedule approved by the MS4's with ANR so that ANR can anticipate and plan for BMP DSS data submissions.

2 Evaluate existing baseline and "credit" model and create current baseline and "credit" model

2.1 Review data in existing baseline model

Review all data ANR used to develop the baseline model for Centennial Brook (e.g. BMPs identified and included in the model, BMP parameters, BMP drainage areas, etc.). Verify accuracy of data. Determine if there are any BMPs that currently exist in the watershed, but are missing from ANR's baseline model. The consultant will collect any information necessary to add missing BMPs to the existing model and submit this information to ANR for inclusion in the model. Information submitted to ANR must be in an acceptable format (Appendix A). The consultant will deliver to the MS4's updated model results that include all the BMPs that currently exist in the Centennial Brook watershed.

2.2 Review data in existing "credit" model

Review all data ANR used to develop the "credit" model for Centennial Brook (e.g. BMPs identified and included in the model, BMP parameters, BMP drainage areas, etc. that will be considered credit toward meeting the TMDL targets). Verify accuracy of data. Determine if there are any BMPs that currently exist in the watershed, but are missing from ANR's "credit" model. The consultant will collect any information necessary to add missing BMPs to the existing model and submit this information to ANR for inclusion in the model. Information submitted to ANR must be in an acceptable format (Appendix A). The consultant will deliver to the MS4's updated model results that include all the BMPs that

currently exist in the Centennial Brook watershed and are being considered credit towards meeting the TMDL targets.

3 Identify and define possible stormwater BMPs

3.1 Create a list of possible locations for stormwater BMP installation

Identify areas within the Centennial Brook watershed where BMPs could be installed. The BMPs identified must be expected to provide a significant contribution toward meeting the flow targets identified in the Centennial Brook TMDL. In addition, BMPs must meet the design standards approved by ANR. Evaluation of green infrastructure should be included in this task. The consultant will use the following resources as guidance (additional treatment beyond the guidelines may be needed in order to meet the TMDL targets) in determining the appropriateness and acceptance of BMPs:

- The Vermont Stormwater Management Manual (http://www.anr.state.vt.us/dec/waterq/stormwater/docs/sw_manual-vol1.pdf)
- Stormwater Engineering Feasibility Analysis (EFA)
    - 2004 EFA(http://www.anr.state.vt.us/dec/waterq/stormwater/docs/sw_efa_procedure.pdf)
    - Residual Designation Authority (RDA) EFA (http://www.vtwaterquality.org/stormwater/docs/swimpairedwatersheds/sw_rda_EFA.pdf
    -
- Vermont Agency of Transportation Stormwater Practices Research Project http://www.aot.state.vt.us/ops/TechnicalServices/stormwater/documents/AOT-OPS_TechSvcSW_Stormwater_Research_Report.pdf
- Centennial Brook Stormwater TMDL
- MS4 permit (2010 draft or final issued MS4 permit)

The consultant will conduct interviews with individuals who have "on the ground" knowledge of the area where possible BMPs have been identified. The consultant will conduct site visits and review records as necessary to confirm that there are no obvious factors that would prohibit the installation of a BMP in the proposed location. Where possible, the consultant will identify opportunities where runoff generated by multiple MS4's can either be brought to a single location for treatment and detention or where flow goals could be met by capturing more runoff (i.e. more impervious) at one location to offset impervious at another location where a BMP would be more expensive or difficult to install. The consultant will document potential BMPs and possible locations with photographs and notes in a format approved by the MS4's.

3.2 Review list of possible BMP locations with the MS4's

Meet with the MS4's to discuss BMP locations and refine the list to determine which BMPs merit further data collection and design/development efforts. The consultant will track the decision making process. At the end of the project, the

consultant will provide a memo summarizing how BMPs and BMP locations were selected. This effort will include the identification of permitted-not built projects and stormwater treatment.

3.3 Create BMP DSS model input data

Develop BMP DSS model input data for selected BMPs. Data must be in a format approved by ANR for their inclusion in the BMP DSS tool (Appendix A).

3.4 Submit BMP data inputs to ANR

Review BMP data with the MS4's and submit to ANR. Obtain model results from ANR and analyze for accuracy and compliance with TMDL targets.

3.5 Model output discussion with MS4 regulated entities

Meet with the MS4's to discuss model output.

4 Refine model inputs

It is anticipated that final identification and selection of BMPs will be an iterative process. As such, the work tasks in section 3 will be repeated until flow targets identified in the TMDL are met and the results accepted by the MS4's. For the purpose of this RFP, assume at least three (3) and possibly more iterations will be required to meet TMDL flow reduction targets and optimize results.

5 Prepare Flow Restoration Plan

5.1 FRP Development

Following the MS4's acceptance of an optimized list of BMPs that meets TMDL targets the consultant will prepare a FRP. The FRP must contain all the elements required in the Vermont ANR's Draft 2010 MS4 permit (Appendix B). If a final MS4 permit is issued during the course of this work the FRP must contain all the elements required by the final permit.

5.2 FRP Review and Approval

A draft FRP will be submitted to the MS4's for review and comment. The consultant will update the draft FRP based on comments collected and discussed at a joint meeting. For the purposes of this RFP, assume two (2) drafts and two meeting to collect comments prior to moving on to 5.3 ANR review.

5.3 FRP Review by ANR

The consultant will submit an updated draft of the FRP to the ANR for review and comment. ANR comments and consultant draft response will be shared with MS4's for review and input by MS4's prior to the consultant finalizing the FRP under 5.4. This may require a joint meeting of the MS4's with the consultant.

5.4 Finalize FRP

The FRP will be revised based on comments by ANR and finalized as appropriate based on input by MS4's under 5.3.

IV. Proposal Requirements

Any questions regarding this RFP must be submitted by 3 p.m., July 9, 2012 via email to Dan Albrecht, CCRPC Senior Planner at dalbrecht@ccrpcvt.org.

By 3 p.m., July 13, 2012 all consultants, to be considered eligible must submit a brief letter via PDF indicating their Intent to Bid via Dan Albrecht, CCRPC Senior Planner at dalbrecht@ccrpcvt.org.

By 3 p.m., July 16, 2012 CCRPC shall provide answers via email to all consultants who submitted a timely Intent to Bid.

All consultants will be required to prepare a proposal containing both technical and cost information as part of this submission. In order to be considered responsive to this RFP, each proposal must conform to the following requirements:

- Submit three (3) paper copies and five (5) (CD) copies of the corresponding digital PDFs of the proposal (see requirements below) in one sealed package. The paper proposal must be double sided with no acetate or plastic covers. Number all pages in the proposal consecutively.
- Clearly indicate the following on the outside of the sealed packages:

Project name (Centennial Brook Watershed Flow Restoration Plan Development), the name and address of the prime consultant along with the name and telephone number of the appropriate contact person.

Submissions must be received by 3:00 p.m., Monday, July 23, 2012 at:

Chittenden County Regional Planning Commission
Attention: Dan Albrecht, Senior Planner
110 West Canal Street, Suite 202
Winooski, VT 05404

Proposals received after the deadline will not be accepted.

A. Required Technical Information

The Technical Proposal should include the following:

1. Cover Letter. [1 page maximum]

2. Qualifications of the Consultant Firm(s) - Describe experience in areas needed to fulfill the project scope and any related experience that illustrates the firm's ability to carry out this project. Describe experience and familiarity working in the Centennial Brook watershed. Describe the firm's understanding of requirements sought by ANR in development of a Flow Restoration Plan.

3. Scope of Work - A scope of work for the project detailing the consultant's proposed approach to the work tasks described in the RFP, and any recommended adjustments to the scope or individual tasks.

4. Proposed Schedule – The schedule should include completion of work tasks and deliverables as well as any key meetings.
5. Project Organization - Discuss project management structure and relate the job categories listed in the Cost Proposal to generalized project tasks.
6. Resumes of key staff (not exceeding 2 pages for each person), and a brief description of their roles in the project, and a brief description of their work on related projects.
7. References (please provide a minimum of two, including the name and telephone number of the contact person).
8. The proposal, encompassing items 1 through 7 above, shall not exceed 20 pages.

B. Required Cost Information (not to exceed two pages)

Cost information should be included with the proposal. The following information, listing the prime consultant and each sub-consultant separately, shall be submitted:

1. A schedule of staff to be assigned to the project, their hourly rates, and estimated hours per person by task.
2. Overhead rate and fee.

V. Consultant Selection Procedures

A. Review of Written Proposals

All proposals will be evaluated using the criteria listed below by a selection committee. The committee will consist of representatives of the Chittenden County Regional Planning Commission and the four MS4's. Proposals will be ranked based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to the project (15 pts)
- Experience of the personnel working together as a team to complete similar projects (15 pts)
- Demonstration of overall project understanding, insights into local conditions, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)
- Demonstrated knowledge of the project area (15 pts)
- Clarity of the proposal and creativity/thoughtfulness in addressing the scope of work (20 pts)

- Submission of a complete proposal with all elements required by the RFP (15 pts)

The selection committee may elect to interview consultants prior to final selection.

Once the technical proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the technical proposal. The Chittenden County Regional Planning Commission (CCRPC) reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

All proposals become the property of the CCRPC upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The CCRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the CCRPC. This solicitation of proposals in no way obligates the CCRPC to award a contract.

If any proposer is aggrieved by the proposed award of the contract, they may appeal in writing to the CCRPC. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

For further information, please contact:

Chittenden County Regional Planning Commission
Attention: Dan Albrecht, Senior Planner
110 West Canal Street, Suite 202
Winooski, VT 05404
Phone: (802) 846-4490, x29
E-mail: dalbrecht@ccrpcvt.org

Appendix A – BMP DSS Data Submission Format

Appendix B – Flow Restoration Plan Requirements Specified in ANR's Draft MS4 Permit (2010)