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## REQUEST FOR PROPOSALS (RFP)

**Date:** June 2, 2014

**From:** Department of Parks, Recreation & Waterfront

**Re:** Professional Consulting Services for Update of Burlington Harbor Management Plan

### I. GENERAL INFORMATION/OVERVIEW

The City of Burlington's Harbor Management Plan helps guide the use and development of Burlington's harbor and shoreline. It functions as an adopted municipal planning document, a means by which the City formally responds to requests for new docks, marinas, boat launches, anchorages, mooring areas, and other marine improvements that are being considered under the local, State Lakes and Ponds, and U.S. Army Corps permitting processes. The current Harbor Plan was last updated in 2000.

Historically, the harbor has been an active port since the 1700's, emerging into the third largest lumber port in the country in the 1800's, declining in the post-World War II period, evolving primarily into a mix of Rail yard, bulk petroleum terminals, and two small marinas. Starting in the 1980's, the vast majority of petroleum and rail infrastructure was removed, and the harbor has enjoyed a renaissance as a highly sought after recreational port, with the landside evolving into a mix of public and private recreational and commercial uses. In recent years, the harbor has been experiencing a significant rise in the use, types, (and size) of watercraft. The demand for dock slips, moorings, and anchorage now greatly exceeds supply for both seasonal and transient boating services.

Challenges for the expansion of harbor amenities abound. The Harbor is a treasure trove of historical artifacts, with at least 20 known 19<sup>th</sup> century shipwrecks. A ferry navigational channel runs through the middle of the harbor. Wave and wind protection is limited. The Harbor is the source of potable water for the City and also serves as its outfall. Lake Champlain as a whole has seen increasing issues with flooding and invasive species.

An unfulfilled requirement of the current Harbor Management Plan is the completion of a Carrying Capacity Study (this referred to on paragraphs III-2 and III-3 of the Harbor Plan). The completion of this work is a critical component of the Harbor Management Plan update.

A second important component of this Scope of Work is the completion of a Wind and Wave Analysis for the harbor as it pertains to protection of dockage, mooring areas, marine amenities and shoreline. For the purposes of this study the City understands that the future development of permanent filled protection is limited. However, the use of wave attenuators and other floating non-permanent structures are anticipated as a means to provide harbor protection, dockage, and new amenities.



There are now several significant proposals for marina expansion and mooring areas being considered: these are included in the document list below (see “Marina proposals under PIAP” in URL listed on Page 4). However it is not fully understood what the impacts of increasing capacity to serve additional boaters will be from a recreational experience, ecological health, facility capacity, or social benefit standpoint. **Accordingly, the City seeks proposals to update the Harbor Management Plan with recommendations based largely on the findings of Carrying Capacity and Wind and Wave studies.**

This Request for Proposals (RFP) invites responses from qualified firms and/or consultants to prepare a detailed Scope of Work and Budget to serve the City of Burlington Department of Parks, Recreation and Waterfront as follows:

Conduct Carrying Capacity Study:

An important aspect of this scope of work is the completion of a Carrying Capacity Study for the “Harbor Management Plan Study Area”. This study will become the basis for crafting guidelines regarding the type, amount, and characteristics of future harbor development. Embedded in the updated Harbor Plan, the study will include a matrix showing the physical, economic, ecological, and social carrying capacity of the harbor with supporting data.

Carrying capacity is defined as the “level of use a recreation area can receive without suffering negative impacts to its environmental resources or the visitor experience (Source: US Army Corps Web Page <http://corpslakes.usace.army.mil/employees/carrycapacity/carrying.cfm>)”. For the purposes of this RFP, the “recreation area” is a defined area in Burlington Harbor (see “Harbor Management Plan Study Area” in Dropbox).

The City seeks to establish updated criteria that can be utilized to ascertain the amount of marina, mooring field, and associated shore side development appropriate for ensuring that the Harbor does not experience excessive development and/or use while satisfying growing demands.

Conduct Wind and Wave Study:

Burlington Harbor has limited protection for moorings, docks, and anchorages – despite the existence of a 4,400 foot rock wall breakwater, and stone jetty near the Coast Guard. The area that falls within the “shadow” of the rock wall breakwater and stone jetty is relatively small (see “Burlington Harbor Protection: Existing Conditions” in Dropbox). The floating attenuator in front of the Lake Champlain Sailing Center is adequate for waves up to 4 feet, but is often overtopped and ineffective in high winds. Any major expansion of marine infrastructure in the harbor will need to address wind and wave protection as a basic engineering requirement.

Despite being a fresh water port, wave size and energy is a big issue. Burlington is located at a wide point of Lake Champlain, with a 10+mile “fetch” allowing wave energy to build. Prevailing winds blow south-westerly toward the City, and breeches of shoreline armor, the failure of marine systems, and boats dragging anchor are annual occurrences.

The consultant will complete a Wind and Wave analysis of the study area. This analysis will establish baseline data to create specifications for the location and type of wave attenuation necessary to support existing and new marina slips, dockage, mooring areas, boat accesses, and anchorages.



Update Harbor Management Plan:

The consultant will update the Harbor Management Plan (“the Plan”), using the existing format of the Plan as a basis and format for the new document (see “2000 Harbor Management Plan” in Dropbox).

The Carrying Capacity Study and Wind and Wave Analysis will be utilized to craft management goals. They will be prepared as new, stand-alone documents, and appear as appendices to the updated Harbor Management Plan.

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at:

<http://www.enjoyburlington.com/Projects/ParksMasterPlan.cfm>.

Issue date:	Monday, June 2 <sup>nd</sup>
Questions due:	Monday, June 9 <sup>th</sup> by 12:00 PM
Proposals due:	Monday, June 16 <sup>th</sup> by 12:00 PM

Inquiries via email only to: Erin Moreau, Waterfront Division Manager  
[emoreau@burlingtonvt.gov](mailto:emoreau@burlingtonvt.gov)

**II. PROCESS OVERVIEW**

After reviewing RFP submittals and interviews with the firms and/or consultants submitting proposals, the Selection Review Team will identify its top choice and enter into negotiations resulting in a final contract agreement.

**III. PROJECT DESCRIPTION**

The purpose of the project is to develop an update of the Harbor Management Plan for the City of Burlington. The Harbor Management Plan is an element of the current City of Burlington’s Comprehensive Municipal Development Plan and subsequent updates will require approval from city boards, commissions, and City Council.

**IV. SCOPE OF WORK**

The selected consultant(s) will provide the City with professional services to complete a thorough Carrying Capacity Study, Wind and Wave Analysis, and updated Harbor Management Plan for Burlington Harbor. The consultant will be responsible for coordinating work with all sub-contractors. The list and order of activities outlined below may be amended and finalized with the consultant. The scope of work includes, but is not limited to, the following elements:



### **Activity 1 – Existing Data**

The consultant will access and utilize information from Dropbox:

<https://www.dropbox.com/sh/ff7hds0qd1esq5n/AACvz9zwD3JF09O70b75QFeRa>

Documents in this Dropbox account include:

- 2000 Harbor Management Plan
- Harbor Management Plan Study Area
- Burlington Harbor Protection: Existing Conditions
- Floodplain Area
- Perkins Pier Marina Initial Concept Study
- Burlington Waterfront Marina Study
- Harbor Wave Study

And the following online documents:

- PlanBTV: <http://www.burlingtonvt.gov/PlanBTV/>
- Burlington Parks Master Plan: <http://www.burlingtonvt.gov/ParksMasterPlan/>
- Marina proposals under PIAP: <http://www.burlingtonvt.gov/CEDO/Final-Proposals>

### **Activity 2 – Meeting with Staff and Key Stakeholders**

The consultant will meet with City staff and key stakeholders to conduct interviews to finalize scope of work and expectations; to access technical and usage information; begin the data gathering process, schedule meetings, and craft agendas.

### **Activity 3 – Public Engagement**

A kick off meeting with an existing group of maritime stakeholders will be set up with the assistance of City Staff. Representatives from the City, public and private marinas, regulatory agencies, Coast Guard, law enforcement, Fish and Wildlife, boating groups, and others will attend to discuss current conditions, problems, opportunities, and plans for the future – and other items as appropriate.

The consultant will propose an approach for public outreach, including (but not limited to):

- a targeted Design Charette with current harbor users;
- a larger public meeting/event for a broader spectrum of citizen and stakeholder input;
- a methodology and plan for collecting and tabulating public input during the process.

### **Activity 4 –Data Gathering**

The consultant will, in their proposal, present a plan for data gathering adequate to complete the Carrying Capacity Study, Wind and Wave Analysis, and Harbor Management Plan update. At a minimum, data on existing recreational use, ecological conditions, underwater archeology, landside impacts (stormwater, sewer outfall, and water system intake), navigational issues, and meteorological trends will be gathered.



#### **Activity 5 – Completion of Carrying Capacity Study and Wind and Wave Analysis**

The consultant will complete these studies as a basis for formulating use and management guidelines. Each study should include specific recommendations for future management controls and harbor protection.

#### **Activity 6 –Completion of Harbor Management Plan**

The final deliverable will be an updated Harbor Management Plan document, with the Carrying Capacity Study and Wind and Wave analysis as appendices. The consultant will:

- Present draft document to Department staff, Parks & Harbor Commission and key stakeholders;
- Provide framework for draft review & incorporate revisions;
- Deliver final plans & supporting materials;
- Be available to present the final deliverable to Department staff, Parks & Harbor Commission & City Council.

#### **V. RFP SUBMITTAL**

Reponses to this RFP must be not more than 10 pages in length (5 double-sided or 10 single-sided pages) and include the following:

- 1.) Technical Proposal consisting of:
  - a. A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlines in the RFP, and any insights into the project gained as a result of developing the proposal;
  - b. A scope of work that includes steps to be taken, including any products or deliverables resulting from each task;
  - c. 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;
  - d. A detailed project schedule, including events, task/phases and completion date, keeping in mind that the City anticipates the completion of all related parks master planning work within four months of the contract award;
  - e. Any other information deemed necessary to address the requests of this RFP.
  
- 2.) Cost Proposal consisting of:
  - a. Separate costing for the three main components of the Scope of Work: Carrying Capacity Study, Wind and Wave Analysis, and Harbor Management Plan Update;
  - b. A composite schedule by task of direct labor hours;
  - c. An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant;
  - d. A maximum budget amount of \$25,000 inclusive of all fees and expenses.
  
- 3.) Submittal of Signed Form: included as “Attachment A” to this document



Responses to this RFP must be received per the schedule outlined on Page 3 to be considered. Proposals must be submitted in a digital format (PDF), either via email or mailed CD. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format.

Additional requirements are as follows:

- Proposers are solely responsible for ensuring that proposals arrive on time.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

## VI. EVALUATION CRITERIA & SELECTION PROCESS

### Evaluation Criteria

Submittals will be evaluated by a Consultant Review Team using the following criteria as a measure of the applicant's ability to successfully complete the project scope of work. Consultants will be scored up to a maximum of 100 points based on the following:

1. **Quality and Creativity** of the proposed scope of work (20 pts)
2. **Demonstration of Ability** to gather and utilize complex data in a planning format; organize & lead effective, productive public meeting and in-house project meetings, while using innovative participation techniques/tools (20 pts)
3. **Depth of Interdisciplinary Skills** related to recreational carrying capacity, marine engineering, recreational planning, and public engagement (25 pts)
4. **Level of Understanding** of the project goals, and sensitivity to Burlington Harbor's distinct issues and needs (25 pts)
5. **Value/"Best Bang for the Buck"** of the most experienced people doing the most work for the least cost resulting in the best product (10 pts)

## VII. ANTICIPATED SCHEDULE

The City anticipates the final selection of the consultant within 30 days. The City reserves the right to amend dates. While this timeline may be subject to change, all participating parties will be notified.

- Proposals to be emailed in PDF form to Erin Moreau at: [emoreau@burlingtonvt.gov](mailto:emoreau@burlingtonvt.gov); alternatively, proposals can be loaded in PDF form onto a CD or thumb drive, and mailed or hand delivered to:

Erin Moreau, Waterfront Division Manager  
Department of Parks, Recreation and Waterfront  
645 Pine Street, Suite B, Burlington, VT 05401

- Proposals must be received by: **Monday, June 16<sup>th</sup> at 12:00 PM**  
A postmark is not adequate to meet this deadline.
- Week of June 16<sup>th</sup>: Review of RFP submittals



- Tuesday, June 24th – Finalist interviews
  - Interviews will be conducted in-person
  - Interview times will be scheduled on a first come, first serve basis. Email [emoreau@burlingtonvt.gov](mailto:emoreau@burlingtonvt.gov) to reserve interview time.
  - Available timeslots:
    - 8:30-9:30 a.m.
    - 9:45-10:45 a.m.
    - 11:00 a.m. - 12:00 p.m.
    - 1:00-2:00 p.m.
    - 2:15-3:15 p.m.
  - Location: Burlington, Vermont (exact location to be confirmed)
- Week of June 30th – Selection of project team/announcement of project award
- Week of July 7th – Contract negotiations
- Week of July 14<sup>th</sup> – Project kick-off

## VIII. TERMS & CONDITIONS

### Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted on the Parks & Recreation website at: [www.enjoyburlington.com](http://www.enjoyburlington.com). Questions concerning this RFP must be received via email per the schedule outlined on page 3. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

### Other terms

Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent. The City of Burlington reserves the right to accept or reject any or all proposals, with or without cause, to select a single bidder, select two or more bidders to complete a project team, pre-qualify multiple consultants and/or subcontractors, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final.

The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFP will become the property of the City upon delivery. This solicitation in no way obligates the City of Burlington to award a contract.

General Compliance with Laws: the Consultant shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance.



Equal Opportunity: the selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see Attachment A).



**ATTACHMENT A**

Understanding of RFP Procedure, Terms and Conditions

*This page to be returned with qualifications submission*

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_