



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Request for Proposal

Engineering Services for Emergency Watershed Protection Program
DSR 5041-223, 2941 Dugway Road and DSR 5041-238, 572 Governor Peck Road

1. GENERAL

- The Town of Richmond is seeking engineering services for the design, permitting, bid and construction oversight for two locations that have been approved for the Emergency Watershed Protection Program: DSR 5041-223, 2941 Dugway Road and DSR 5041-238, 572 Governor Peck Road
- See Damage Survey Reports for 2941 Dugway Rd. and 572 Governor Peck Rd. for additional information on each site. There is one document per site which includes the Damage Survey Report, location map, sketch, and photos

2. SCOPE of WORK/ General Requirements

STATEMENT OF WORK
Streambank and Shoreline
Protection (580) Vermont

These deliverables apply to this individual practice. For deliverables for other planned practices, refer to those specific Statements of Work.

DESIGN

Deliverables

1. Design documentation that will demonstrate that the criteria in NRCS practice standard have been met and are compatible with other planned and applied practices.
 - a. Practice purpose(s) as identified in the Damage Survey Report (DSR).
 - b. List of required permits to be obtained and follow through on obtaining necessary permits and easements.
 - c. Impacts on adjacent properties and structures.
 - d. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06).

- e. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Geology/Soil Mechanics
 - ii. Hydrology/Hydraulics
 - iii. Structural
 - iv. Vegetation/Soil Bioengineering
2. Written plans and specifications including sketches and drawings shall be provided to the client and property owner that adequately describes the requirements to install the practice and obtain necessary permits.
3. Create Request for Proposal for contractor, manage the RFP process, review submissions, and make recommendation to client and property owner on preferred contractor.
4. Design Report and Inspection Plan as appropriate (NEM Part 511, Subpart B Documentation, 511.11 and Part 512, Subpart D Quality Assurance Activities, 512.30 through 512.32).
5. Operation and Maintenance Plan
6. Certifications that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.3).
7. Design modifications during installation as required.

INSTALLATION

Deliverables

1. Pre-Installation conference with Sponsor/client, Vermont ANR-DEC River Management Engineer, NRCS, contractor, and property owners.
2. Verification that engineer has obtained permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Installation inspection (according to inspection plan as appropriate).
 - a. Actual materials used.
 - b. Inspection records
5. Facilitate and implement required design modifications with Sponsor/client, property owner and original designer.
6. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
7. Certification that the installation process and materials meets design and permit requirements.

3. MORE INFORMATION AND SITE VISIT

- A site visit to both locations is scheduled for July 18, 2024. The site visit is not mandatory. Please inform Josh Arneson, via email at jarneson@richmondvt.gov, if you will attend the site visit and he will provide more details on the exact schedule for the site visit.
- Questions must be submitted in writing via email to jarneson@richmondvt.gov and are due by end of July 24, 2024.
- Answers to questions will be provide to all firms bidding on the project by end of day August 31, 2024.
- Responses will include a price for each location.
- More information and site visits can be arranged by calling Josh Arneson at (802)434-5170 or jarneson@richmondvt.gov

4. SUBMITTING RESPONSES

A timely response to the deadline identified must be received for the response to be considered.

- The deadline for submission is 3pm on August 8, 2024.
- Submittals received after this deadline will not be considered.
- All bids must arrive in a sealed format with “Engineering Services for Emergency Watershed Protection Program” and the name of the entity proposing clearly written on the exterior of the package.
- Three (3) copies of your submittal are required.

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

Firms mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Firms assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TOWN and will not be returned.

- Proposals must remain valid for at least 90 days.
- Proposals will be opened and read aloud at the Richmond Town Center at 3pm on August 8, 2024. In the Town Center Meeting Room and via Zoom

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Join Zoom Meeting:

<https://us02web.zoom.us/j/82737849409?pwd=GX2a42S8ycb9rirLBy9wBAYL6Uj60q.1>

Meeting ID: 827 3784 9409

Passcode: 905483

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent;
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

**ENGINEERING SERVICES FOR EMERGENCY WATERSHED PROTECTION
PROGRAM**

BID FORM

Submit this page along with supporting documents as your complete bid proposal

Lump Sum Engineering Services for 2941 Dugway Rd.

\$: _____

Lump Sum Engineering Services for 572 Governor Peck Rd.

\$: _____

The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Bid submitted by:

Contractor: _____

Address: _____

Phone: _____ E-mail: _____

Contractor Authorized Agent Signature: _____

Printed Name and Title: _____

Date bid Signed: _____