



## **REQUEST FOR BIDS**

**July 20, 2016**

**Rumney Memorial School, Middlesex Vermont**

**Stormwater Retrofit Project**

**For: The Winooski Natural Resources Conservation District**

### ***1.0 Project Background***

Rumney Memorial School is located on Shady Rill Road, Middlesex, which runs parallel to Martin's Brook (locally called Shady Rill). Rumney's campus is composed of a terraced school yard, graveled parking lot and drop off area, and like many schools, a large building footprint. The school property is also adjacent to town recreational fields, including tennis courts to the west, an additional impervious surface. The drainage area map demonstrates two drainage areas that are exacerbating stormwater flow on the site and the accompanying issues of sedimentation, erosion and pollutants ending up in Martin's Brook. The project drainage area (4.5 acres, 1.5 of which is impervious) includes part of the school footprint that drains into the site that will be retrofitted. The area to be address includes approximately 5,500 square feet of existing green space, including the existing ditch which is approximately 10' wide along 200' upstream and downstream from the existing swale. Because of the significantly altered hydrology of this watershed, the existing swale and ditch, as well as the field across the road are saturated with water after a storm event, and water flows from the field into Martin's Brook. The banks of Martin's Brook at this juncture are eroded and vegetation is failing.

The Winooski Natural Resources Conservation District, through contracted services with consultants completed the initial scoping, engineering and designing of the project. Proposal bids are requested for the construction of the project following the attached design plans and notes.

### ***2.0 General Scope of Work***

The chosen Contractor will implement improvements to existing swales adjacent to Rumney School as part of a project designed to slow stormwater runoff, address areas of existing erosion, and provide a significant overall water quality benefit to Martin's Brook. The improvements include extending the swale flowpath, reshaping sideslopes, and adding boulders and other roughening features to increase retention time; stabilizing the road shoulder to reduce sediment loading; and, incorporate design elements that enhance the function of the area as part of the school campus.

### ***3.0 Owner's Project Representation***

Oversight of the project will be conducted by the Project Coordination Team through the Winooski Natural Resources Conservation District staff and contracted Consultants at: Stone Environmental and SE Group. The Contractor will be obligated to comply with directives from the Project Coordination Team to ensure that all contract provisions, design specifications, and permit requirements are met.



#### **4.0 Construction Access**

Construction access is available via school parking lot and road.

#### **5.0 Sequence of Work**

- Excavators or backhoes should work from the sides to excavate the swale area to the appropriate design depth and dimensions. Excavating equipment should never sit inside the footprint of the swale to prevent soil compaction by heavy equipment.
- Temporary erosion and sediment controls such as dikes, silt fences and other erosion control measures should be integrated into the swale design throughout the construction sequence. Barriers should be installed at key check dam locations, and erosion control fabric should be used to protect the channel.
- Road shoulder stabilization measures should be implemented early in the project to reduce sediment load to project area.
- Any accumulation of sediments that does occur within the channel must be removed during the final stages of grading to achieve the design cross-section. Stormwater flows must not be permitted into the swale until the bottom and side slopes are fully stabilized.
- Install check dams, stone weir, and internal pre-treatment features as shown on the plan. The top of each check dam should be constructed level with the overflow notch at the design elevation.
- Prepare planting holes for specified trees and shrubs, install erosion control fabric where needed, spread seed or lay sod, and install any temporary irrigation. Plant landscaping materials as shown in the landscaping plan. A care and replacement warranty will be included in contract to ensure that vegetation is properly established and survives the first growing season following construction.
- Remove temporary erosion and sediment controls once the treatment area has been stabilized.

#### **6.0 Specifications**

**Technical specifications:** are included in the details and notes on the construction plans (Attachments A and B). Contractor will be obligated to adhere to the Terms and Conditions in the contract to be used for this project.

**Contractor Specifications:** chosen contractor will be submitted to the state for approval as a subcontractor of the project and must verify that no conflict of interest in relationship with the Winooski Natural Resources Conservation District or the subcontractor consultants: Stone Environmental and SE Group.

##### **1. Taxes Due To The State:**

- a. Contractor understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.



## Winooski Natural Resources Conservation District

“Connecting people to a sustainable landscape”

[www.winooskinrcd.org](http://www.winooskinrcd.org)

- b. Contractor certifies under the pains and penalties of perjury that, as of the date the contract is signed, the Contractor is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
  - c. Contractor understands that final payment under this contract may be withheld if the Commissioner of Taxes determines that the Contractor is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
  - d. Contractor also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Contractor has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Contractor has no further legal recourse to contest the amounts due.
2. **Child Support:** (Applicable if the Contractor is a natural person, not a corporation or partnership.) Contractor states that, as of the date the contract is signed, he/she:
- a. is not under any obligation to pay child support; or
  - b. is under such an obligation and is in good standing with respect to that obligation; or
  - c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

3. **Subcontractors:** Contractor shall not assign or subcontract the performance of this agreement or any portion thereof to any other contractor without the prior written approval of the State. Contractor also agrees to include in all subcontract agreements a tax certification in accordance with paragraph 1 above.

### ***7.0 Sediment and Erosion Control***

The Contractor must comply with the low risk handbook for erosion prevention and sediment control, Vermont Environmental Conservation. Further, because the storm drain system is active additional erosion control measures, including temporary diversion of storm flows, may need to be incorporated into sequence of work to prevent erosion during construction. The Contractor has the ultimate responsibility for providing adequate erosion control throughout the duration of the Project. The Contractor shall include in the bid price any items needed to control erosion and prevent water pollution.

### ***8.0 Construction Schedule***

All construction activities must be completed by September 30, 2016 in order to allow time for vegetation to become established prior to winter conditions. Preference will be given to Contractors able to complete construction activities on or before September 1, 2016.

---

*Williston Office*  
300 Interstate Corporate Center, Suite 200  
Williston, VT 05495  
(802) 288-8155 x 104

*Berlin Office*  
617 Comstock Road, Suite 1  
Berlin, VT 05602  
(802) 778-3178



### ***9.0 Regulatory Requirements***

Unless otherwise stated, it will be the responsibility of the chosen contractor to complete permitting requirements and applications.

Stormwater Construction General Permit (3-9020) This permit is required for projects that will result in a total land disturbance of equal to or greater than one acre. Construction of the stormwater treatment practice as part of the Absorbing the Storm at Rumney Memorial School project is anticipated to disturb less than one-quarter acre and therefore coverage is not required. As per the terms of the grant agreement between WNRCD and the State of Vermont, the contractor will be required to comply with the measures contained in the Low Risk Site Handbook for Erosion Prevention and Sediment Control.

Vermont Wetlands General Permit On March 16, 2016, Consultants met with Shannon Morrison, VT DEC District Wetland Ecologist, at the project site. She indicated that the wetland was a Class III wetland, created by stormwater conveyance through two perpendicular ditches and that it had no significant function so a state permit was not required. She noted the project would still need to obtain coverage under the USACE General Permit.

USACE General Permit. MEMO 2 U.S. Army Corps of Engineers (USACE) General Permit, Category 1  
This permit is required for projects that will impact (excavate or deposit) material in wetlands, or navigable or inland waters. As designed, the project will impact 2,104sf of wetland. The project is eligible for Category 1 (self-verification) coverage because it will result in less than 3,000sf of excavation or fill, and the work will take place between July 15 and October 1.

### ***10.0 Compensation***

The construction contract will be between the selected Contractor and the Winooski Natural Resource Conservation District. Payment for the project will be made in one installment after project completion and a final site inspection with the Project Coordination Team. Payment will be based on items complete and accepted lump sum bid prices. Prior approval is needed from the Project Coordination Team for all change orders. The invoice will be submitted to the Winooski Natural Resources Conservation District for review and payment.

### ***11.0 Optional Site Visit***

The Project Coordination Team will host an optional site visit on Wednesday, July 27<sup>th</sup> at 9:00am if there is interest. If you are interested, please email [info@winooskinrcd.org](mailto:info@winooskinrcd.org) by July 26<sup>th</sup> at noon. Please note if there is not at least one confirmed attendee by that time, the site visit will not be held.



### ***12.0 Bid Submittal Information & Format***

Bids and qualifications shall be presented on organizations official letterhead and on the attached bid document and shall include project references for past work of a similar nature. Bid proposals must be received by 4pm on Friday, July 29, 2016 electronically by WNRCD District Manager: Corrina Parnapy at: [corrina@winooskinrcd.org](mailto:corrina@winooskinrcd.org) or [info@winooskinrcd.org](mailto:info@winooskinrcd.org) The Project Coordination team will then review all bids and make a final decision.

Notice of contract award will be by Wednesday, August 3, 2016. The Winooski Natural Resource Conservation District reserves the right to reject any or all bids on its own motion.

Electronic copies of the construction plans are attached to this bid request.

For questions contact Corrina Parnapy at: [corrina@winooskinrcd.org](mailto:corrina@winooskinrcd.org)

### ***13.0 Attachments***

- Attachment A: Construction Plans
- Attachment B: Design Notes
- Attachment C: Bid Sheet

**THE WINOOSKI NATURAL RESOURCES CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER** We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical or disability, or any other legally protected status.



**APPENDIX C: BID SHEET**

Rumney Memorial School, Stormwater Retrofit Construction Bid

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Reference 1: (Name & Phone) \_\_\_\_\_

Reference 2: (Name & Phone) \_\_\_\_\_

Bid Item	Task	Item Cost
Mobilization/ Demobilization		
Tree Protection & Trimming		
Construction *(Site stone work, soil preparation)		
Landscaping *(Fine grading, seeding, trees shrubs and groundcover)		
Other (landscape maintenance)		
Other		
Other		
Other		
Other		
<b>Total Bid</b>		
Add Alternative		Unit cost



Winooski Natural Resources Conservation District  
"Connecting people to a sustainable landscape"

[www.winooskinrcd.org](http://www.winooskinrcd.org)

\*Please include a detailed list of tasks anticipated and anticipated quantities of material needed.

---

*Williston Office*  
300 Interstate Corporate Center, Suite 200  
Williston, VT 05495  
(802) 288-8155 x 104

*Berlin Office*  
617 Comstock Road, Suite 1  
Berlin, VT 05602  
(802) 778-3178