



**Request for Quotes
Hands Mill Dam Removal
Phase 1 and 2 Archeological Services**

Project Title: Hands Mill Dam Removal in Washington - Final Design

Contact Information*: Carol Davis, Washington Town Clerk and Treasurer
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*Please CC Gianna Petito, Winooski Natural Resources Conservation District (WNRCD), District Manager, gianna@winooskinrcd.org | 802-828-4493 x3178. Winooski NRCD is acting as project manager on behalf of the dam owner, the Town of Washington, VT

Project Schedule:

| | | |
|----------------------------------|-----------------|---|
| February 24, 2021 | | RFQ released |
| March 8, 2021 | 11:59 pm | Receive quotes from Archeological Consultant -DUE DATE |
| March 10, 2021 | | Consultant Notification |
| March 19, 2021 | | Contract execution and loan application |
| May 31, 2020 (approximate date) | | Notice to proceed |
| June 15, 2021 (approximate date) | | Stakeholder Launch Meeting |
| June - August 2021 | | Archaeological Services Work |
| November 2021 (approximate date) | | Stakeholder Closing Meeting |

Project Background

Hands Mill Dam, located in and owned by the Town of Washington, impounds a segment of the Jail Branch, a tributary to the Winooski River. Constructed to impound more than 500,000 cubic feet, it is subject to regulation under 10 V.S.A. §1082 and falls under the jurisdiction of the Vermont Dam Safety Program. State ID number is 225.01. Hands Mill is classified as a Significant Hazard potential dam and recent Dam Safety reports indicate that a sudden failure could cause “probable loss of life and property damage.” This potential loss of life may trigger a reclassification to “High Hazard” under Vermont’s new Dam Safety regulations which are scheduled to launch in 2020 and 2022. Compounding the hazard classification risks is the dam’s current condition. The overall condition of the dam is poor, partially breached and continues to deteriorate and progressively breach. Since at least 1984, respective dam owners have received consistent inspection reports emphasizing that the dam is in poor condition and continues to deteriorate. Reports recommend the owner take actions to either reconstruct or remove the dam and restore the upstream channel.

Over the course of 2020, the Town of Washington worked with partners and the Winooski NRCD to advance a preliminary design to remove Hands Mill Dam and restore the upstream channel for hazard mitigation, aquatic organism passage, stream equilibrium, and water quality. Project outputs from Preliminary Design (30%) Phase can be found on the project site page: winooskinrcd.org/handsmilldam.

During Phase 1 the UVM Consulting Archeology Program provided field assessment services and drafted an Historic Resource Review and Archaeological Resources Assessment. The report identifies three sites within the Area of Potential Effect (APE) listed as sensitive for pre-Contact Native American sites. Project partners expect to confirm during the final design phase which of these sites can be avoided and which will be impacted. While we suspect that, most likely, only the site downstream of the dam will be impacted, we request quotes for archeological services to review all three sites. This includes Phase 1 Archeological Survey Work at all three sites, and Phase 2 Archeological Evaluations should a site be identified during Phase 1

Survey work that may be significant and need more research to determine their significance. We do not anticipate Phase 3 Mitigation services to be needed and are not requesting quotes for that service.

In Phase 2, the Town of Washington, VT is requesting that consulting archeological professionals who are experienced in dam removal projects, Section 106 review, and licensed to practice in Vermont submit quotes for services listed in scope of work below.

Location Map:



2. Scope of Services Requested

Tasks outlined below summarize expected scope of work for consultants. Quotes may expand on this based on prior firm experience where appropriate.

- 1) Participate in a project initiation stakeholder meeting to guide field work considerations.
- 2) Perform any necessary background research and project planning.
- 3) Perform Phase 1 Archeological Survey Work for 3 sites and Phase 2 Archeological Evaluations (if needed).
- 4) Laboratory processing and analysis.
- 5) Communicate regularly with Vermont State Historical Preservation Offices and the Project Manager. This may include submitting an End of Field Letter after Phase 1, developing an adjusted scope of work for Phase 2, and developing next steps.
- 6) Final report writing.
- 7) Participate in check-in and closing stakeholder meetings and provide regular updates to Project Manager.
- 8) Other consulting work as might be needed to support the Project Manager to prepare materials or forms requested by the Vermont State Historical Preservation Offices for Section 106 Review.

3. Quote Submission Guidelines

Quotes must include

- The name and contact information of the archeological consultant who will perform the work, and their firm (if applicable).
- Itemized fee schedule. Please provide separate quotes for Phase 1 and Phase 2 services. Please provide as much detail as possible including a cost breakdown by task and split across labor, supplies, travel and other categories as appropriate. Labor line items should clearly identify hourly

rates across proposed staff. All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Bidder.

- Bidders are welcome to submit other pertinent information as attachments if need be.

Please submit all questions to contacts listed above with the subject line "Hands Mill – QUOTE QUESTION."

Please email Quotes in PDF or Word format to contacts listed above. Paper copies will not be considered. Quotes will be accepted up until the due date as listed above. Quotes should note all confidential or proprietary items in their responses and why. Please use the subject line: "Hands Mill – Quote Submission – Firm Name". Brevity is appreciated.

4. Selection Process

The Town of Washington Select Board has authorized the Winooski NRC D to solicit at least three price and rate quotations for archeological services under Final Design Phase to ensure the town has received a fair and reasonable price. Competitive quotes are strongly encouraged. Quotes will be reviewed by staff and elected officials from the Town of Washington. Selection committee will consider both the competitiveness of the submitted quote and the firm's prior experience with this project.

The preferred consultant must have prior Section 106 experience. The Town of Washington reserves the right to amend, modify or withdraw this Request for Quotes, require supplemental information from candidates, reject any or all quotes received, and negotiate separately with competing candidates.

Project Funding

This Final Design Phase will be supported through a Clean Water Revolving Loan Fund. An executed contract is required prior to loan application and contract language will qualify the contract pending loan approval. All payments will be made after satisfactory completion of each deliverable as outlined in an agreement between the Town of Washington and the selected entity. Note that contract payments are contingent upon review, approval and acceptance of contract deliverables by the Project Manager.

Type of Contract: If a contract is entered into as a result of this Request for Quotes, it will be a fixed price contract for the tasks identified in the Scope of Services. Selected entities might be awarded an agreement to provide historical documentation and mitigation services during construction but this is not a guarantee. Future phases may be subject to blind bid requirements.

Site Visits: Please alert the Town of Washington at least one day in advance if you plan to perform a site visit. Respect private property. The dam can be viewed from a public road.

Background Information: The 30% Design Plans (pg 6) show the current extent of planned ground disturbance totaling 1.45 acres largely instream and along graded contours. Total excavation volume is 13,940 CY, average depth of excavation is 5.97'. Designs show spatial relationship with three areas delineated as sensitive for pre-Contact Native American Archeological sites. Ground disturbance may avoid two of the three sensitive areas (pending any adjustments made during the Final Design Phase). The APE is recommended as not sensitive for historic period archaeological resources. See Draft Archeological Resource Assessment report page 65 for more details on findings and recommendations. Formal concurrence of SHPO is pending, correspondence attached. Project site page provides relevant background information and reports: winooskinrcd.org/handsmilldam .

Contractor Provisions

All contractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof which relate to, or in any manner affect the performance of this agreement. Those requirements imposed upon the Town of Washington, as recipients of funds are thereby passed along to the contractor. All contractors must comply

with all pertinent federal, state, and local laws and must carry adequate insurance coverage. Selected firm will be expected to meet state minimum standards for worker's comp insurance and liability coverage and to comply with all Standard State Contracting Provisions (Attachments C and D). Firms will need to provide the Town of Washington with a Certificate of Insurance and a W-9 prior to contract execution.

Project Partners

Project partners include representatives from the Winooski NRC, the VTDEC Dam Safety and Watershed Management Programs, VTFW, USFW, The Nature Conservancy, VNRC, and Trout Unlimited.

Solicitation

This Request for Quotes was posted in the following places:

- The Winooski NRC Project Site Page: winooskinrcd.org/handsmilldam
- Direct emailed to Archeology Consultants listed by the Vermont Division for Historic Preservation to have met the federal professional qualification requirements for one or more of the seven fields (36 CFR Part 61).
(<https://accd.vermont.gov/historic-preservation/archaeology-and-historic-preservation-consultants-lists>)
- Direct emailed to firms offering Archeology or Historic Preservation Constultation Services and listed in the 2020 M/WBE Directory held by the State of Vermont and available here:
<https://bgs.vermont.gov/facilities/forms/minority-women>

The Town of Washington is an equal opportunity employer. Review of proposals shall not discriminate on the basis of race, religion, national origin, color or sex. Thank you for your interest!

Attachments

This Request for Quotes and the following Attachments are made available at our Project Site Page: winooskinrcd.org/handsmilldam

- A. SHPO Correspondence
- B. Blank
- C. State Standard Provisions Attachment C
- D. State Standard Provisions Attachment D