

## Request for Proposals Hands Mill Dam Removal Final Engineering Design

**Project Title:** Hands Mill Dam Removal in Washington - Phase 2 Final Design

**Contact Information\*:** Carol Davis, Washington Town Clerk and Treasurer  
[washingtontownclerk@gmail.com](mailto:washingtontownclerk@gmail.com) | (802) 883-2218

\*Please CC Gianna Petito, Winooski Natural Resources Conservation District (WNRCD), District Manager,  
[gianna@winooskinrcd.org](mailto: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:

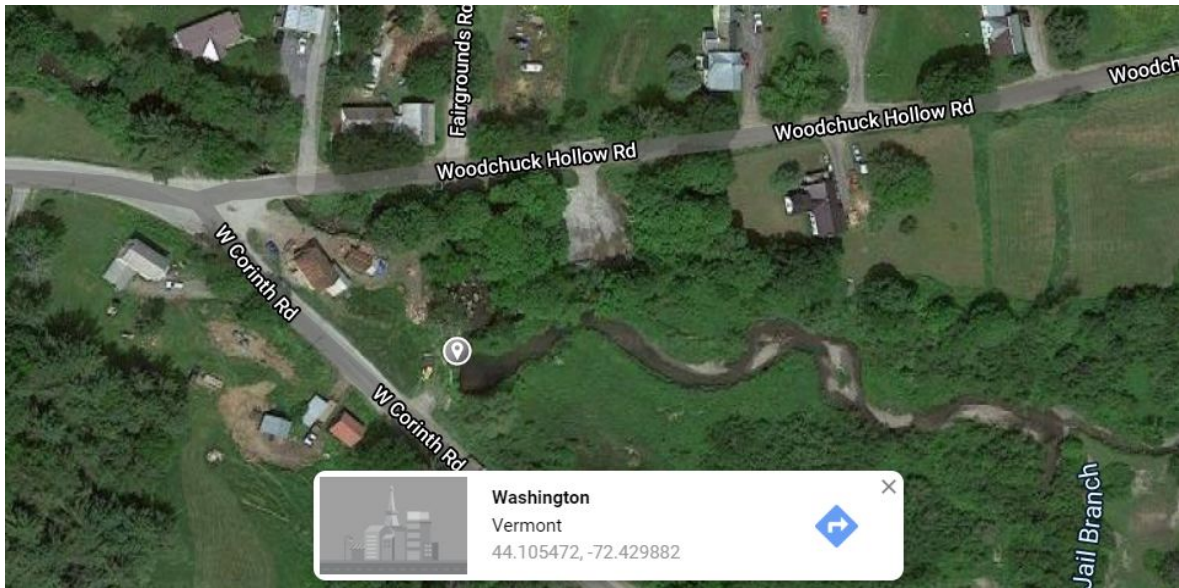
February 10, 2021	RFP released
February 17, 2021	Deadline for Questions
February 19, 2021	Question Responses shared publicly on project website: winooskinrcd.org/handsmilldam
<b>February 28, 2021 11:59 pm</b>	<b>Receive proposals from Engineering Consultant -DUE DATE</b>
March 10, 2021	Consultant Notification
March 19, 2021	ESA contract execution and loan application
May 31, 2020 (approximate date)	Notice to proceed
June 15, 2021 (approximate date)	Stakeholder Launch Meeting
June - October 2021	Design Work
November 2021 (approximate date)	Stakeholder Closing Meeting

### Project Background

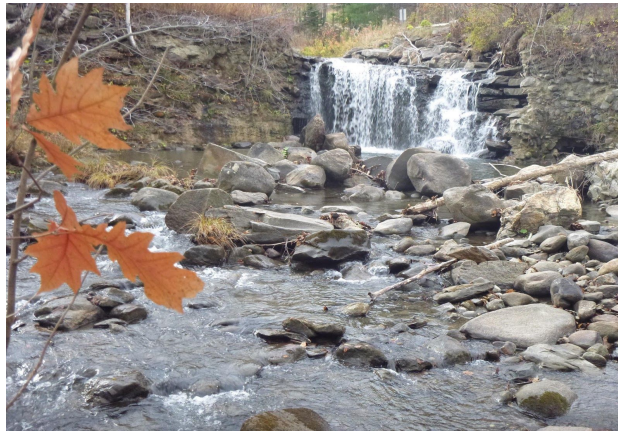
Hands Mill Dam, located in and owned by the Town of Washington, impounds a segment of the Jail Branch, a tributary to the Winooski River. Constructed to impound more than 500,000 cubic feet, it is subject to regulation under 10 V.S.A. §1082 and falls under the jurisdiction of the Vermont Dam Safety Program. 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. The full project scope will include 100% stream bed and bank remediation, floodplain restoration, and historical documentation. Project outputs from Phase 1 - Preliminary Design (30%) can be found on the project site page: [winooskinrcd.org/handsmilldam](http://winooskinrcd.org/handsmilldam). In Phase 2, the Town of Washington, VT is requesting that consulting engineers who are experienced in dam removal design and licensed to practice in Vermont submit proposals for a final (100 percent) design for removal of Hands Mill Dam in Washington, VT (see full scope of work below).

Location Map:



Site Photos: October 2019



## 2. Scope of Services Requested

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

- 1) Participate in a project initiation stakeholder meeting to guide scope and design considerations.
- 2) Complete remaining wetlands delineation/s needed for potential sediment dump locations.
- 3) Prepare a 100% design for the dam removal, stream bed and bank remediation, and floodplain restoration. The design should include updates from the 30% design as a result of stakeholder feedback and in coordination with the project manager and consulting archeological team. Design must identify all & any infrastructure that would need to be protected during the construction work and subsequent river adjustments.
- 4) Finalize technical components of an Operations and Maintenance agreement for the restored site to meet permitting requirements and state guidance. See FEMA maintenance agreement (<https://vem.vermont.gov/funding/mitigation/infrastructure>) and VTDEC O&M Considerations for Dam Removals (Attachment A) as a reference.
- 5) Finalize a sediment management plan.
- 6) Prepare permit applications and (possibly) submit.
- 7) Draft a final report to include all relevant components as outlined for "100% Design" starting on page 5 of the ERP Design Terminology and Guidance Document (<https://dec.vermont.gov/sites/dec/files/documents/ERPDesignTerminologyandGuidance.pdf>) as well as the following:
  - a) An updated engineer's opinion of probable project cost based on the 100% design plans
  - b) An updated Benefit Cost Analysis of the selected alternative performed with FEMA tools (see <https://www.fema.gov/media-library/assets/documents/179903>). Note that a BCA was developed with this tool for Phase 1-Preliminary design and all materials will be made available to update this analysis if needed. Note that this may or may not be necessary depending on the degree of changes incorporated in final design plans.
  - c) Updated and finalized modeling based on Phase 1 work products (i.e. an updated H&H analysis). Note that this may or may not be necessary depending on the degree of changes incorporated in final design plans.
  - d) A summary of stakeholder meeting feedback on designs and assessment reports and how feedback was integrated into the design.
  - e) A narrative summary and numeric estimate of the potential environmental and water quality benefits should the proposed design plan be implemented (for example, lbs of sediment or nutrients removed, linear feet of streambank restored, miles of stream habitat reconnected, acres of floodplain restored etc.)
- 8) Present final report and participate in close-out stakeholder meeting.
- 9) Other engineering work as might be needed to support the project manager to prepare the project for permitting, phase 3 financing, and construction bidding.

## 3. Proposal Submission Guidelines

Proposals must include

- The name and contact information of the design consultant who will perform the work, and their firm (if applicable). A list of staff who will be part of the project team and brief summary of their qualifications.
- The fee requested by the consultant with a cost breakdown by task and split across labor, supplies, 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.
- A description of any tasks that will be subcontracted, including the names and qualifications of possible subcontractors and costs.



- A description of the consultant's relevant experience demonstrating familiarity and experience with similar dam removal design projects. Please keep this section under 2 pages. Photos or diagrams of the consultant's work may be added as a supplement to this section.

Please submit all questions to contacts listed above with the subject line "Hands Mill – RFP QUESTION" by the deadline indicated.

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

#### 4. Selection Process

Proposals will be evaluated by a selection committee made up of staff and/or elected officials from the Town of Washington. Each proposal will be evaluated on the ability of the consultant to complete the scope of work within a reasonable budget and tight timeframe. Other factors listed below may increase the likelihood of a successful proposal:

- Experience with the Hands Mill Dam removal project.
- Proven record of successful completion of similar projects.
- Experience with projects funded by the Vermont Clean Water Revolving Loan Fund and/or FEMA Hazard Mitigation.
- Quality and succinctness of materials submitted.
- Qualifications of the consultant.
- Other factors the selection committee deems relevant in advance of reviewing the proposals.

The preferred consultant must have prior river restoration experience and have successfully designed and implemented dam removal projects. Experience with Vermont regulatory and design requirements is preferred, although not required. The Town of Washington reserves the right to amend, modify or withdraw this RFP, require supplemental information from candidates, reject any or all proposals received, and negotiate separately with competing candidates.

#### Project Budget

Phase 2 - Final Design will be supported through a Clean Water Revolving Loan Fund. An executed Engineering Services Agreement (ESA) is required prior to loan application and ESA language will qualify the contract pending loan approval. Total construction costs are currently estimated at \$472,565. 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 RFP, it will be a fixed price contract for the tasks identified in the Scope of Services. Selected entities for Phase 2 might be awarded an agreement to provide services during Phase 3 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:** Project site page provides relevant background information: [winooskinrcd.org/handsmilldam](http://winooskinrcd.org/handsmilldam). For more information on the programs with which we hope to align these deliverables with please see: <https://vem.vermont.gov/funding/mitigation/infrastructure> and <https://dec.vermont.gov/water-investment/water-financing/srf/srfstep1>. Familiarity with these funding programs will increase the likelihood of a successful proposal.

### **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 NRCD, the VTDEC Dam Safety and Watershed Management Programs, VTFW, USFW, The Nature Conservancy, VNRC, and Trout Unlimited.

### **Solicitation**

This RFP was posted in the following places:

- The Winooski NRCD Project Site Page: [winooskinrcd.org/handsmilldam](http://winooskinrcd.org/handsmilldam)
- Vermont Business Registry ([Vermontbusinessregistry.com](http://Vermontbusinessregistry.com))
- Direct emailed to firms offering Engineering 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 RFP and the following Attachments are made available at our Project Site Page:  
[winooskinrcd.org/handsmilldam](http://winooskinrcd.org/handsmilldam)

- A. VT DEC O&M Considerations for Dam Removal Projects
- B. Blank
- C. State Standard Provisions Attachment C
- D. State Standard Provisions Attachment D