



REQUEST FOR PROPOSALS

Lake Iroquois Watershed Action Plan

Release Date: February 24, 2022

Proposals Due: March 20, 2022 @ 6:00 PM

Contact for Proposals:

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PROJECT BACKGROUND

The Lake Iroquois, Sunset (Lower) Lake, and Patrick Brook complex (“the Lake Iroquois watershed”) drains almost 5,000 acres (slightly more than 7 square miles) from its headwaters in Williston, St. George, Hinesburg, and Richmond to its confluence with the La Platte River in Hinesburg, VT.

The “Lake Iroquois Watershed” is predominantly forested (60%) with sizable agricultural acreage (20%). Historic and increased development density around these water resources may be attributed to the brook’s history as a power source for town industry, and the desirability of lake frontage. As a popular recreational destination for many in burgeoning Chittenden County, Lake Iroquois and Sunset Lake have witnessed a rapid increase in visitors, a rise in seasonal camp conversions to year-round use, and upland neighborhood expansion particularly within Hinesburg. Collectively, these development pressures place greater stress on private road systems and subsequently may increase stormwater, sediment, and phosphorus runoff to the receiving water bodies.

For Patrick Brook, the development-driven increase in impervious surface stormwater runoff decreases groundwater recharge, leading to an inconsistent flow regime and stream instability. These conditions can lead to increased sediment load and elevated levels of phosphorus into Lake Champlain. From Sunset (Lower) Lake to its confluence with the LaPlatte River, Patrick Brook is listed as stressed by sediment and physical alterations with impacts to aquatic health and aesthetics caused by this development.

Currently, the watershed lacks any recent, systematic and comprehensive analysis of water quality and habitat stressors. To date, efforts to protect and restore Lake Iroquois are largely siloed from efforts to protect and restore Patrick Brook. Limited, if any, efforts have focused on Sunset (Lower) Lake.

The Lake Iroquois Association (LIA), Lewis Creek Association (LCA), and Winooski



NRCD are seeking proposal bids from licensed engineers to develop a Watershed Action Plan (the Plan) for Lake Iroquois and the Patrick Brook watershed. Plan creation includes investigation of stormwater runoff and phosphorus pollution sources, distillation into a ranked list of projects, and development of concept designs for top priority opportunities to remediate these pollutant sources to improve water quality, wildlife habitat, and climate change resilience.

SCOPE OF WORK

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

1. Participate in stakeholder meetings to guide project scope and design considerations.
2. Work with WNRCD and LCBP staff to develop a QAPP (Quality Assurance Project Plan) that describes the desktop review for field work prioritization, field data collection processes, and final project ranking matrix.
3. Upon QAPP approval, the engineering consultant will begin desktop review of existing digital data and historical reports to create a baseline of watershed conditions and previously identified projects, and find high priority catchments for field work based on input from the first stakeholder meeting.
 - a. Approach will explore three sources of stormwater runoff and phosphorus pollution: individual properties, tributaries, and roads. This review may consider layers such as LIDAR, stream crossings, soils, slopes, existing stormwater infrastructure, septic systems, buffer conditions, and existing road erosion inventory data.
 - b. Deliverable will be a watershed map with highlighted priorities based on the data compiled.
4. Conduct field work in accordance with QAPP approved protocols. Engineering firm will perform the road erosion inventories, windshield surveys, and/or tributary walks in high priority areas. This field work will result in 40-50 individual projects identified and mapped (Winooski NRCD and project partners will contribute ~10). From this initial list, up to 30 projects will have summary sheets developed. Each project identified will be entered into the Batch Import File with an accompanying locator map. Project summary sheets will include all information required for the partners to effectively rank the projects based on the QAPP approved scoring process.
 - a. Tributary Assessments: will follow a pared down version of the VTDEC's Stream Geomorphic Assessment Protocols focusing on evaluating erosion of channel and embankments, riparian buffer conditions, point features of interest (stormwater inputs, undersized culverts, etc.), and other factors deemed relevant. These assessments will aim to identify a list of instream or floodplain restoration projects that could serve to



- reduce runoff and sediment loading to receiving waters.
- b. Road Assessments: will generally follow the Municipal Roads General Permit Road Erosion Inventory (REI) guidance to generate a baseline of conditions focused across the network of private roads within the watershed. The assessments shall identify a list of road, drainage, and other stormwater improvements that reduce runoff and sediment loading to receiving waters. These assessments may also look at frequently traveled areas such as parking lots or public meeting spaces where GSI opportunities exist.
 - c. Private Property Assessment: Winooski NRCD and other project partners will contribute to field work and project identification on private lands through Storm Smart/Ahead of the Storm/Lake Wise assessments. These will assess the flow of water on a site and generate a collection of clean water best management practices recommendations such as rain gardens, buffer plantings, infiltration strips, and driveway water bars. Partners are expecting to identify about 10 projects from this work to contribute toward the 40-50 total.
5. Review the 40-50 projects as ranked with project partners and discuss which top priority projects should proceed to 30% concept design. Final list of ranked and prioritized projects will be prepared to be added to the Clean Water Projects Database.
 6. Develop 5-7 30% design plans for the highest priority projects. In addition, the consultant will coordinate with the Lewis Creek Association (LCA), which is offering in-kind landscaping design services for 4-6 individual properties to aid with implementation of rain gardens and buffer plantings. If rain gardens are to be designed, the engineering firm will provide sizing calculations, while LCA will provide planting plans/landscaping design services. In total, 9-13 designs will be developed.
 7. Review Watershed Resource Library and other digital resources to determine the current level of protection in high priority areas either via zoning codes, easements, design standards or other measures. Findings and recommendations will be included in the engineering consultants final Lake Watershed Action Plan. The draft Batch Import File with scored and prioritized clean water projects will be created.
 8. Attend a final stakeholder meeting to debrief the project and present findings, sources of pollution, and highlight future projects.
 9. Feedback from Partner Meetings and public presentation will be factored into the report and any necessary changes will be made for the final LIWAP report. The final Batch Import File with scored and prioritized clean water projects will be uploaded into watersheds project database.



PROJECT SCHEDULE

Task Title	Objective	Timeline
RFP Released	Distribute RFP.	February 24, 2022
Deadline for Questions	Opportunity for consultants to ask any questions pertaining to the project.	March 6, 2022
Question Responses	Responses shared publicly on project website: winooskinrcd.org/lakeiroquois	March 11, 2022
Deadline for proposals from Consultant	Receive proposals from consultants.	March 20, 2022 at 6:00pm
Consultant Notification	Review proposals and notify consultants.	March 20-25, 2022
Partners Meeting 1	Provide engineering consultant with local knowledge on existing plans, assessments, and data to help develop a Watershed Resource Library and discuss key metrics to explore during desktop review.	April 26, 2022
QAPP	Describe quality assurance procedures that will maintain project performance.	March - June 2022
Desktop Review	Desktop review of existing digital data and historical reports to create baseline of watershed conditions and previously identified projects	May-July 2022
Partner Meeting 2	Discuss the results of desktop review and contribute any other relevant local knowledge to identify target neighborhoods or regions.	July 18, 2022
Field Work	Collect data under QAPP approved protocols to conduct tributary assessments, road assessments, and sediment, phosphorus and stormwater assessments.	July-October 2022, May-Sept 2023
Partner Meeting 3	Review projects as ranked and discuss which top priority projects should proceed to 30% concept designs.	October 16, 2023
Concept Designs	Develop design plans for the highest priority projects.	January 2024
LIWAP Development	Review Watershed Resource Library and other digital	October 2022 -



	resources to determine the current level of protection in high priority areas. Compile data and findings to create LIWAP.	May 2023
Partner Meeting 4	Debrief project, discuss lessons learned, and provide feedback on the final LIWAP.	February 19, 2024

PROPOSALS MUST INCLUDE:

- The name and contact information of the engineer performing the work, and their firm (if applicable). A list of project team staff with a brief summary of their qualifications as related to this proposal.
- 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 subcontracted tasks, including the names and qualifications of prospective subcontractors and costs.
- A description of the consultant’s relevant experience that demonstrates familiarity and experience with similar projects. Please keep this section under two pages. Photos or diagrams of the consultant’s work may be added as a supplement to this section.
- References (please provide a minimum of two, including the name, email, and telephone number of the contact person)
- Scope of Work – detailing the consultant’s proposed approach to the work tasks described in the RFP, and any recommended adjustments to the scope or individual tasks
- Proposed Schedule – include completion of work tasks and deliverables as well as any key meetings

Please submit all questions to contacts listed above with the subject line “Lake Iroquois – RFP QUESTION” by **March 4, 2022** to info@winooskinrcd.org.

Please email proposal submissions in PDF or Word format to contacts listed above. Paper copies will not be considered. Proposals will be accepted until **6:00 PM on March 20, 2022**. Proposals should note all confidential or proprietary items in their responses and why. Please use the subject line: “Lake Iroquois – RFP Submission – Firm Name”. Brevity is desired and appreciated. All submissions should be sent to info@winooskinrcd.org.



Selection Process

Proposals will be evaluated by a selection committee made up of staff and/or board members from project partners including Winooski NRCD, Lewis Creek Association, and Lake Iroquois Association. Each proposal will be evaluated on the ability of the consultant to complete the scope of work within a reasonable budget and timeframe. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Qualifications of the firm and the personnel to be assigned to the project.
- Demonstration of overall project understanding, insights into project goals, insights into potential issues, and demonstrated understanding of the project deliverables.
- Demonstrated ability to successfully implement watershed assessments and water quality improvement projects.
- Clarity of the proposal and creativity/thoughtfulness in addressing the scope of work.
- Submission of a complete proposal with all elements required by the RFP.
- Other factors the selection committee deems relevant in advance of reviewing the proposals.

Once the proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the proposal. Winooski NRCD reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote Winooski NRCD's goals.

The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. Winooski NRCD reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of Winooski NRCD.

PROJECT FUNDING

This project is funded through the Lake Champlain Basin Program's request for Technical Pre-Proposals to Implement *Opportunities for Action*.

All payments will be made after satisfactory completion of each deliverable. 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.



CONTRACTOR PROVISIONS

As part of this agreement, the following responsibilities are agreed upon by the undersigned:

- A. Duration of the Agreement
 - a. The Contractor shall complete all work and services required under this agreement by May 30, 2023.
- B. Insurance and Bond
 - a. The Contractor shall furnish to Winooski NRCD a certificate or certificates of insurance in a form satisfactory to Winooski NRCD showing compliance with this section. The certificate(s) shall provide that the policies shall not be changed or canceled or allowed to expire until at least thirty (30) days' prior written notice has been given by the insurer or its agent to Winooski NRCD. The Subrecipient shall not begin performance until the delivery of the certificate(s) to Winooski NRCD.
- C. The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of Winooski NRCD, the following kinds and amounts of insurance:
 - a. Workers' Compensation Insurance. The policy shall cover the obligations of the Contractor in accordance with the Workers' Compensations Law and Disability Benefits Law covering all operations under the Contract, whether performed by it, or by its subcontractor.
 - b. Liability and Property Damage Insurance. Unless otherwise specified, each policy shall have limits not less than: \$2,000,000 combined (Bodily Injury & Property Damage); \$3,000,000 aggregate, single limit per occurrence.
- D. Contractor will provide Winooski NRCD with a W-9 prior to contract execution.

PROJECT PARTNERS

Project partners include representatives from the Winooski NRCD, Lake Iroquois Association, Lewis Creek Association, Lake Iroquois Recreation District, and VT DEC Lakes and Ponds Management and Protection Program.

SOLICITATION

This RFP was posted in the following places:

- The Winooski NRCD Project Site Page: winooskinrkd.org/lakeiroquois
- Vermont Business Registry (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>