



Windham County Natural Resources Conservation District

Our vision is for a community in which all members understand their connectedness to the land and work together to maintain our natural resources and landscape through sustainable management practices

Windham County Natural Resources Conservation District

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Date: August 27, 2020

Dear Conservation Partners

The Windham County Conservation District has been awarded a Design and Implementation Grant by the Southern Windsor Regional Planning Commission to complete a 30% design on the Ellis Brook Berm Removal and Floodplain Restoration Project in Dover and Wilmington, Vermont. This project can be found in the Vermont Water Projects Database under WPD #8936, found here: <https://anrweb.vt.gov/DEC/cleanWaterDashboard/WPDSearch.aspx>

The District is issuing an RFP for environmental consultants interested in completing this design work. Contracted work will consist of preliminary determination of feasibility and design of stream and floodplain restoration projects to restore the stream to least erosion condition and improve habitat. Restoration work includes removing and/or retrofitting river corridor/floodplain encroachments and instream structures. Consultant must comply with all appropriate permits and regulations and be fully insured. The following pages include project description, map and required format for proposals. Proposals will be accepted via email at windhamcountynrcd@gmail.com until 5 PM on Monday, September 21. For questions or further information, please contact District Manager Cory Ross at ross.wcnrcd@gmail.com

Sincerely,

Cory Ross

District Manager, WCNRCDCD

Request for Proposals from the Windham County NRC

Ellis Brook Berm Removal and Floodplain Restoration Design

Dover/Wilmington, VT

Application Schedule

RFP release: August 31, 2020

Proposals Due: September 21, 2020 by 5 PM

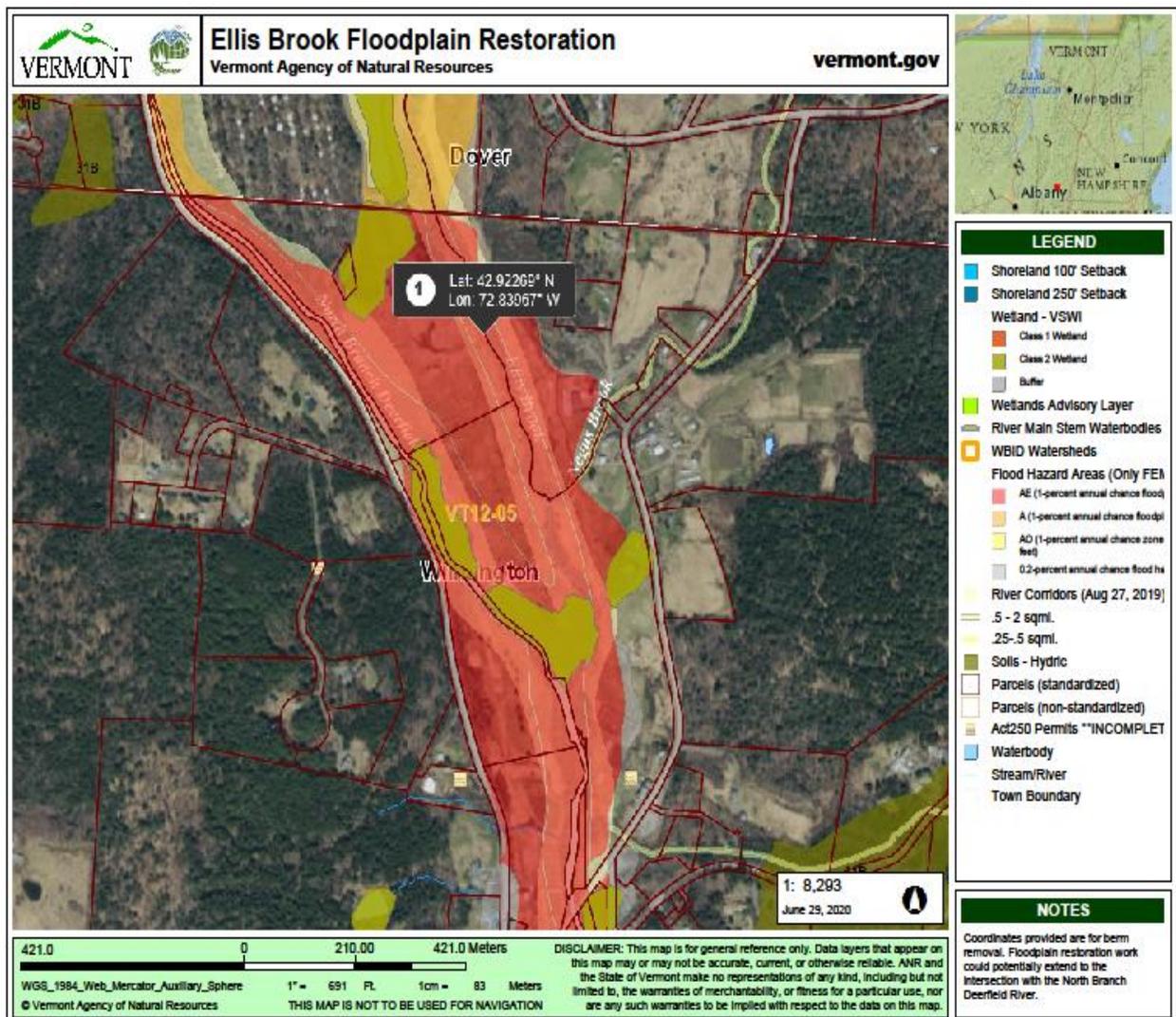
Questions Due: September 4, 2020

Answers Provided: September 11, 2020

Anticipated Project Start Date: October 1, 2020

Anticipated Project Completion Date: November 1, 2021

Location: Study Reach is Ellis Brook, including its floodplain: from route 100, North of the Intersection of VT-100 and East Dover Road, South of the Wastewater Treatment Facility on Dorr Fitch Rd.



TYPE OF DESIGN: The primary purpose of the project is to develop preliminary design plans to restore Ellis Brook and its floodplain. Work to be completed includes an assessment of Ellis Brook to evaluate the feasibility of a floodplain restoration project and design work on floodplain restoration if practical. Design work to include plans to remove berms from the river in order to reconnect the river with its floodplain to reduce downstream sediment loading. Additional project components will include buffer plantings to provide additional filtration of runoff before entering river. Final product for this stage will be completion of 30% of designs towards the full project.

Those considering submitting a proposal may request a site visit by contacting Cory Ross at ross.wcnrcd@gmail.com. Any questions about this project may also be directed to Cory Ross. **Questions and requests for a site visit are due by September 4.**

RESPONSE FORMAT:

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the consultant's interest in working with the District, including identification of the principal individuals that will provide the requested services and a statement of the consultant's qualifications to complete this proposed work.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. An itemized budget for completion of this project broken down by task and individual. This should correspond with item #4.

Selection Process:

The Windham County NRCB Board of Supervisors will review proposals and select project consultant or firm with advice from the District Manager. Criteria for selection includes, but is not limited to: price; applicant's ability to perform within the specified time limits; applicant's experience and reputation, including past performance and demonstrated flexibility; quality of materials and services specified in proposal; applicant's ability to meet other terms and conditions including insurance requirements; applicants overall familiarity with the project area, partners and scope of work. District reserves the right to accept or reject any or all proposals in whole or in part and to accept other than the lowest price proposal.