



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Request for Proposal

Engineering Services for Hazard Mitigation Grant Program
Flood Mitigation Scoping Study of the Winooski River and Its Tributaries
Major Disaster Declaration: FEMA-4720-DR-VT
Project #: HMGP-4720-4R
Program: Hazard Mitigation Grant Program, Assistance Listing #97.039

1. GENERAL

The Town of Richmond is seeking engineering services to complete a Scoping Study for the Winooski River and its tributaries regarding flooding in the Town of Richmond. The Scoping Study will include various sections required for reviewing the flood related issues that have been reoccurring for the Town of Richmond, including, but not limited to: project narrative/background, hydraulic analysis, conceptual designs, alternatives, archaeological and historic preservation review, benefit costs analysis

The Winooski River flows east to west through the Town of Richmond. Much of the land located directly adjacent to the Winooski River is located within the 100-year floodplain and has had several large flooding events in the past 20 years, which have caused substantial damage to both Town and local infrastructure. Private residences have had water in the basement and first floor. The Town owned park, Volunteers' Green, has suffered damage from recent floods. The well for the Town water system has been flooded. A pump station for the Town sewer system has been completely submerged. The Town Wastewater Treatment Facility has also been flooded. The flooding of water and wastewater infrastructure creates a public health risk with untreated sewage discharges and suspension of water pump operations during flooding.

Tributaries for the Winooski River including Jones Mill Brook, Snipe Island Brook, and the Huntington River, are also prone to flash flooding and will be examined as part of the scope of work. The flooding of these tributaries causes damage along the tributary including washed out culverts, roads, and driveways; and flooding of private property. All the water in these tributaries flows into the Winooski. We would like and H&H Study of these tributaries which explores options to mitigate flood damage

The project will examine the current situation and explore methods to reduce the water level in future flooding events. A reduction of several feet would spare damage to private residences and project Town Water and Sewer Infrastructure.

2. SCOPE of WORK/ General Requirements

- Examine options for flood mitigation upstream on the Winooski
- Examine option for flood mitigation on tributaries in Richmond such as Jones Mill Brook, Snipe Island Brook, and the Huntington River
- Examine option for flood mitigation of the Winooski related to tributaries upstream but outside of the Town of Richmond such as the Little River.
- Determine what impact flood mitigation will have in the flood zone area in Richmond.
- Describe how the model be a tool to help predict what will be impacted by different levels of flooding.
- Prepare grant application or multiple applications to HMGP by November 18, 2024.

Item	Activity	Deliverable(s)
1	Hydraulic Study – Winooski River	Scoping Study Appendix: Hydraulic Study Report
2	Hydraulic Study – Jones Mill Brook, Snipe Island Brook, and the Huntington River	Scoping Study Appendix: Hydraulic Study Report
3	Alternative Analysis	Section of Scoping Study
4	Conceptual Designs	Scoping Study Appendix – 30% design on preferred alternatives
5	Benefit Cost Analysis (BCA)	Section of Scoping Study

3. MORE INFORMATION AND SITE VISIT

- A guided site visit will be available on September 19, 2024 if there is interest. The site visit is not mandatory. Please inform Josh Arneson, via email at jarneson@richmondvt.gov by the end of the day on Monday, September 16, 2024 date if you will attend the site visit.
- Questions must be submitted in writing via email to jarneson@richmondvt.gov and are due by end of September 25, 2024.
- Answers to questions will be provide to all firms bidding on the project by end of day October 2, 2024.
- For more information contact Town Manager Josh Arneson at (802)434-5170 or jarneson@richmondvt.gov

4. SUBMITTING RESPONSES

A timely response to the deadline identified must be received for the response to be considered.

- The deadline for submission is 3pm on October 9, 2024.
- Submittals received after this deadline will not be considered.
- All bids must arrive in a sealed format with “Engineering Services for Hazard Mitigation Grant Program” and the name of the entity proposing clearly written on the exterior of the package.
- Three (3) copies of your submittal are required.

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

Firms mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Firms assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TOWN and will not be returned.

- Proposals must remain valid for at least 90 days.
- Proposals will be opened and read aloud at the Richmond Town Center at 3pm on October 9, 2024. In the Town Center Meeting Room and via Zoom

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Join Zoom Meeting:

<https://us02web.zoom.us/j/87971676321?pwd=0IDNoIxdNknqROtNYlsfR6jlxSicbB.1>

Meeting ID: 879 7167 6321
Passcode: 813022

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent;
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

**ENGINEERING SERVICES FOR HAZARD MITIGATION GRANT PROGRAM
BID FORM**

Submit this page along with supporting documents as your complete bid proposal

Lump Sum Engineering Services for Hazard Mitigation Grant Program

\$: _____

The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Bid submitted by:

Contractor: _____

Address: _____

Phone: _____ E-mail: _____

Contractor Authorized Agent Signature: _____

Printed Name and Title: _____

Date bid Signed: _____