Request for Proposals
Consultant Engineering Services for Hemlock Road Slope Failure
Town of Norwich, VT.

The Town of Norwich is accepting sealed proposals for **Consultant Engineering Services** addressing a potential slope failure on Hemlock Road Town Highway (TH) #89.

The goal of the overall project is to produce a set of design plans and bid documents that would allow the Town to hire a contractor to stabilize the existing potential slope failure. **The work is to be completed no later than November 20, 2023**, in accordance with the specifications, terms, and conditions described below. Prospective applicants are advised to read this information over carefully prior to submitting a proposal.

Two hard copies of the proposal must be submitted in a sealed envelope, clearly marked as follows:

RFP Consultant Engineering Services for Hemlock Road Slope Failure

Chris Kaufman, Public Works Director
Brennan Duffy, Interim Town Manager
Town of Norwich
PO Box 367, 300 Main St., Norwich, VT 05055

All proposals must be received by **September 1, at 2 p.m. ET**

Background

Hemlock Road is a dead-end road located off US Route 5, in Norwich, Vermont. This road serves as the only vehicle access to five residential properties and the Waterman Hill Cemetery. The road is cut into an existing hillside directly above the Ompompanoosuc River. The Town of Norwich was made aware of cracking in the roadway on July 17, 2023, after a series of FEMA storm events. The Town subsequently hired a consulting firm to perform an initial assessment of the slope and investigate potential slope instability along Hemlock Road. The location of the slope instability is approximately 900 feet from the intersection with US Route 5. The Department of Public Works currently restricts vehicular access to four of the five residential properties on the road.

There have been several initial investigations by a consulting firm which indicated that the primary location of slope instability is highlighted by numerous tension cracks which have daylighted on the road surface, correlating to a section of road and embankment which has shifted downward and outward toward the river. The vertical and horizontal opening of the tension cracks were initially observed to be up to 2.5 feet deep and 3 to 6 inches wide, respectively. The downward displacement was initially observed to vary from 4 to 8 inches with additional outward rotation of the groundmass. Along the failure zone, the embankment slope varies between 50° to 70°. The extent of scouring and undercutting along

the riverbank, or toe of the road embankment, from the recent flood event was observed to have been extensively incised, and the overlying embankment has begun to slump over the incision, confirming the scouring and undercutting is recent and likely directly related to the flood event. Since the time of the investigation in July 2023, the crack was inadvertently filled in with gravel material and therefore some of the deep cracking has been covered up.

General Requirements

The Town of Norwich is accepting proposals from qualified engineering consultants to review past investigative reports, conduct an engineering/geological assessment of the slope failure, and to develop an engineering solution (including plans and bid specifications) to address the slope failure.

Firms submitting proposals must respond in writing to all the requirements of this Request for Proposals (RFP). Proposals should reflect detailed consideration of all the technical challenges presented by this project. Any additional information or tasks that a responding firm believes to be relevant should be included with the required proposal elements. The Town of Norwich will select the best qualified firm that submits a complete proposal.

The Selection Committee will be comprised of the Interim Norwich Town Manager, Public Works Director and possibly a representative of the TRORC (Two Rivers Ottaquechee Regional Planning Commission).

Proposals are due in the Town Manager's office by **2 p.m. on September 1, 2023**. **No late proposals will be accepted**. The Town of Norwich anticipates delivery of the engineering plans and specifications no later than in the fall of 2023. Bidders are requested to notify the DPW Director of your interest in bidding so any addenda can be issued to all interested parties. Questions will be answered until August 25, 2023, at 3 pm. Responses will be provided to all interested bidders.

Costs incurred for the preparation of a proposal in response to this RFP will be the sole responsibility of the submitting firm. The Town of Norwich reserves the right to select or reject any vendor if it deems that action to be in the best interest of accomplishing the specified project. The Town of Norwich reserves the right to accept a proposal based on all of its qualities, or on one or more of its qualities. The Town of Norwich also reserves the right to discontinue the selection process at any time prior to the awarding of a contract.

Project Scope of Work

The Town of Norwich is accepting proposals that include four specific deliverables:

- **A comprehensive engineering report on the slope failure.** The selected firm will inspect the slope to confirm and supplement the most recent inspection reports and to ensure that all reported conditions are up-to-date. The report should include a review of the condition of the slope; delineate the extent of the failed groundmass;

utilize conservative geologic parameters and consider all options in deriving an appropriate engineered solution; perform any (if needed) investigative geotechnical activities necessary to confirm design parameter assumptions; evaluate slope stabilization options including costs; identify all required permits; provide emergency access possibilities for current displaced residents; provide a final repair recommendation; identify potential federal or state grants to support this work if FEMA funds are not provided, and a include a general timeline of work including approvals, permits, procurement and construction. **The final report should be completed no later than <u>October 19, 2023</u>.**

- **Engineered Plans and Specifications.** The consultant should, upon completion of the final report and approval of the Town of Norwich, develop a set of engineered plans and specifications that can be used by the Town to procure a contractor for repair of the slope. This package should be provided for review by the Town of Norwich upon 50% and again at 90% prior to finalization. This deliverable should also include an engineer's estimate**. The plans and specifications should be completed no later than <u>November 20, 2023</u>.**
- **Technical Support During Procurement and Construction**. The consultant should include at least two visits during construction to address any technical issues that arise. There also should be one final visit with the Town of Norwich for final inspection and approval. Time should also be allocated to answer any questions during the construction procurement process.
- **List of Personnel Assigned to the Project Including Resumes and Rates for Work**. The consultant should identify one point of contact for this work and include a list of who would be assigned to this project. A list of resumes should be included as well as rates for all equipment, materials, and personnel that could be billed to the project (including administrative). All billing rates and estimated hours are to be provided. If subcontractors are used, please provide information on the company, personnel, and corresponding rates.

<u>Consultant Selection Process</u>

Firms to be considered for selection must demonstrate experience in geotechnical evaluations and slope stability and have a minimum of two licensed professional engineers on staff, one of whom shall be registered in the branch classification of geotechnical engineer.

The Town of Norwich will follow a Qualification-Based Selection (QBS) process for consultant selection. Applicants must provide sufficient information to permit reviewers to understand their contributions to past projects cited as examples of relevant experience. The overall approach and understanding of the scope of work will be weighted heavily in the assessment of individual proposals. From the proposals submitted by qualified consulting firms, The Town of Norwich may select finalists for an interview.

The final selection will be based upon:

- Understanding of the Project Scope- demonstrated superior understanding of the scope and approach of this project communicated in a clear and easy-to-understand manner.

- Approach for completing the work-demonstrated competence in program management and organization of required documentation. Examples from similar projects must be provided.
- Commitment to project timelines
- Performance record-references from similar clients
- Any other criteria determined appropriate by the Town of Norwich
- Experience with and understanding of similar funding frameworks and decision-making environments.
- Cost – As per the QBS process, cost will not be considered as part of selection.

Instructions to Consultants

Proposals must include:

1. Résumés and descriptions of relevant experience of key engineering firm personnel who will be assigned to work on this project
2. Description of team members' roles
3. Project timeline presenting key tasks and decision points.
4. Proof of experience working with Vermont municipalities.
5. A description of the current and projected workload of the engineering firm that might affect the schedule for this project.
6. 3 work samples demonstrating comparable work products.
7. 3 professional references
8. Proof of Insurance

All submitted proposals are due by **2 p.m. on September 1, 2023**.
Primary contact: Chris Kaufman at 802-649-2209
ckaufman@norwich.vt.us

Reviewers may select a short-list of candidates to be invited for interviews and presentations.

Proposal review will be completed in time to notify the selected consultant on or before September 14, 2023.