



## **Town of Bristol**

1 South Street  
P.O. Box 249  
Bristol, VT 05443  
(802) 453-2410  
[www.bristolvt.org](http://www.bristolvt.org)

# **Request for Proposals**

## **Mountain Street Stormwater Improvement Scoping Study**

### **Project Overview**

The Town of Bristol seeks proposals from qualified engineering firms to conduct a scoping study for the Mountain Street drainage system. The objective is to evaluate engineering, environmental, feasibility, and/or benefit-cost analyses to identify and assess solutions that will prevent future flooding, disruptions, and property damage in the project area.

This section of Mountain Street, located near the elementary school and Spring Street, has experienced increased stormwater runoff due to more frequent and intense weather events. The existing 2-foot inlet has been consistently overwhelmed, causing water to flow down Mountain and Spring Streets, resulting in property damage and infrastructure impacts.

The selected firm will collaborate with the Town Administrator and Public Works Foreman throughout the study. The scoping process should consider all potential risks and solutions.

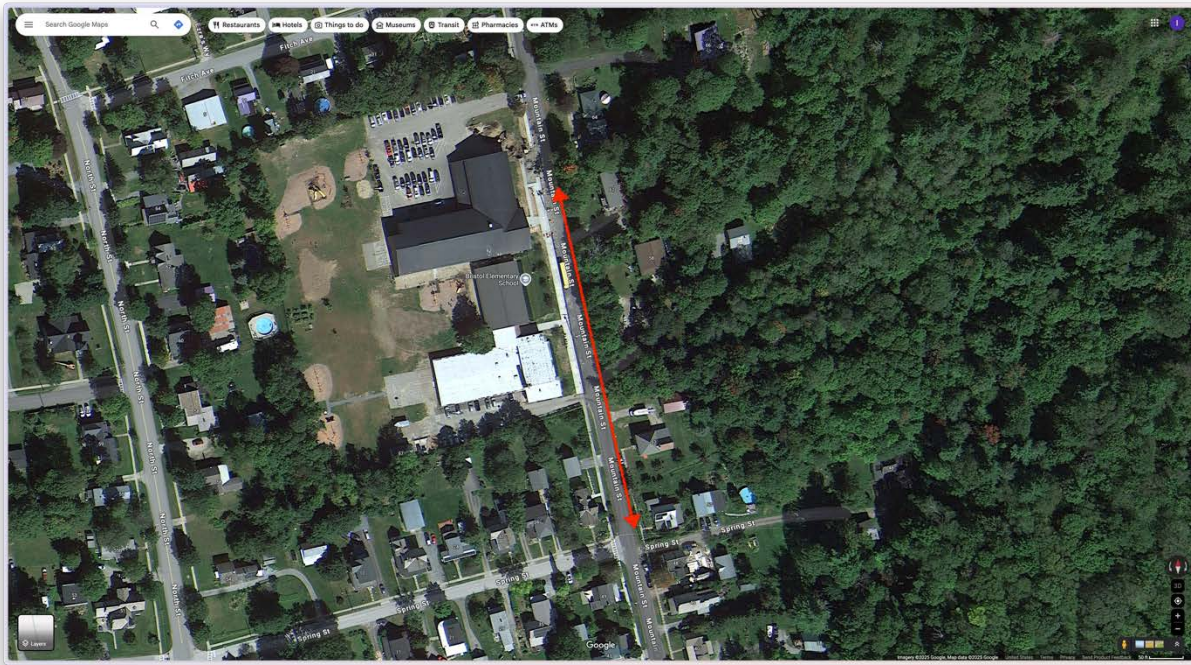
Alternatives to be considered include, but are not limited to:

- Enlarging the intake opening
- Improving roadside ditching
- Installing additional foot catch basins to manage overflow
- Enlarging the culvert

### **Project Schedule**

|               |                                   |
|---------------|-----------------------------------|
| 04/16/2025    | RFP released                      |
| 05/30/2025    | <b>RFP submission deadline</b>    |
| 06/09/2025    | Bristol Selectboard meeting       |
| 06/11/2025    | Consultant selection notification |
| July 2025     | Project kick-off                  |
| November 2025 | Project completion                |

## Project Map



## Budget

The Town of Bristol received a Building Resilient Infrastructure & Communities grant for this project. The total design/engineering budget is \$50,000.

## Format of Deliverables

- A. All documents should be provided in digital format. Any hard copies of draft and final reports shall be printed on both sides (i.e. double-sided). Adobe .pdf format is required for the draft and final reports.
- B. All data, databases, reports, programs, and materials, in digital and hard copy format created under this project, shall be transferred to the Town of Bristol upon completion of the project and become the property of the Town of Bristol.
- C. A digital copy as an Adobe .pdf document of both the draft and final reports shall be sent to the Town of Bristol.

## Submission Requirements

Please furnish one (1) digital copy of the proposal with pages numbered consecutively.

### A. Required Technical Information

1. Cover Letter.
2. Qualifications of the Consultation Firm – please describe experience in areas needed to fulfill the project scope. Specifically, list which of the proposed project team members have worked on which related projects.
3. Scope of Work – a scope of work for the project detailing the consultant’s proposed approach to the base scope of the tasks described in the RFP, and any recommended adjustments to the scope or tasks. The consultant may also propose additional supplemental items to the scope of work.
4. Proposed Schedule – the schedule should include completion of work tasks and deliverables as well as any key meetings and comply with the timeline given in the RFP.
5. Project Organization – discuss project management structure and relate the job categories listed.
6. Resumes of key staff who will be working on the project (not exceeding 2 pages for each), a brief description of their roles in the project, and a brief description of their work on related projects.
7. References – please provide a minimum of three, including the name and telephone number of each.
8. Budget allocation for each project – estimated costs of tasks included in the scope of work for each project, keeping the budget of the two projects separate.
9. The proposal shall not exceed 20 pages.

Questions should be e-mailed by 4:00 pm, Friday, April 30, 2025, to:

Ian Albinson, Interim Town Administrator  
Town of Bristol  
[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

**Final Submission must be received no later than 12:00 pm, Friday, May 30, 2025.**

Send by email with “Mountain Street Stormwater Improvement Scoping Study” in the subject line to:

Ian Albinson, Interim Town Administrator  
Town of Bristol  
[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

## **Consultant Selection**

All proposals will be evaluated using the criteria listed below by a selection committee. The selection committee will consist of Town of Bristol officials. Proposals will be ranked based on the following criteria (total of 100 points):

- Demonstration of overall project understanding, insights into potential issues, and a demonstrated understanding of the project deliverables (25 pts)
- Qualifications of the firm and the personnel to be assigned to the project, and experience with similar projects (15 pts)
- Completeness and clarity of proposal and creativity/thoughtfulness in addressing the scope of work (15 pts)
- Demonstrated understanding of, and ability to meet schedule and budget (10 pts)
- Demonstrated knowledge of the project area (10 pts)
- Appropriateness of budget allocation by task (25 pts)

*The Town of Bristol reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the Town of Bristol upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town of Bristol reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, 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 the Town. This solicitation of proposals does not obligate the Town of Bristol to award a contract.*

## **Contract Requirements**

The project shall not start until a written contract with the Town of Bristol to perform the work is executed as outlined in this Request for Proposal. Subcontractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all subcontracts including, but not limited to, the following provisions:

- Insurance Coverage
- Indemnifications
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- DBE Obligation
- Audit and Record Retention
- Lobbying Restrictions

## **Ownership**

All proposals submitted in response to this RFP become the property of the Town of Bristol. All reports, documents, maps, data, and materials developed by the consultant for this project shall be the property of the Town of Bristol and shall be treated by the Town as public information.

## **Further Information**

Please contact Ian Albinson, Interim Town Administrator, Town of Bristol, at (802) 453-2410 ext. 1 or [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org) with any questions about this project.

Please address your response to:

Ian Albinson  
Interim Town Administrator  
Town of Bristol  
1 South Street  
P.O. Box 249  
Bristol, VT 05443  
[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

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