



GEORGIA
VERMONT

INVITATION TO BID / REQUEST FOR PROPOSALS / INSTRUCTIONS TO BIDDERS

Dated: August 6, 2025
Owner: Friends of Northern Lake Champlain
Project Name: Mill River Road SE Stormwater Improvement Plan

You have been qualified to receive bidding documents for the Mill River Road SE Stormwater Improvement Plan project located along Mill River Rd near the intersection with Georgia Shore Rd Georgia, Vermont.

A. PURPOSE

Friends of Northern Lake Champlain (FNLC) seeks to retain the services of a general Contractor (Contractor), for the construction of a stormwater improvement project consisting of the implementation of a new plunge pool, culvert outlet stabilization, and a stormwater infiltration chamber system along Mill River Rd in Georgia, Vermont. The purpose of this Invitation to Bid/ Request for Proposals (RFP) is to solicit proposals and to establish a contract for the purchase of these services and to comply with Local and State Clean Water Service Provider requirements for funding. Davis Bacon wage rates are not required.

This invitation sets forth the instructions for submitting proposals, the procedure, and criteria by which the Owner will select one Contractor, and the contractual terms by which the Owner proposes to govern the relationship between itself and the selected Contractor. This RFP, with any negotiated amendments, describes the full scope and nature of the services the Contractor shall provide. The Owner has retained an Engineer to act as a representative of the Owner for the duration of this project.

1) Construction of new plunge pool and a stormwater infiltration chamber system

This project is being completed to treat and reduce the amount of stormwater runoff that currently flows off of the existing parking lot. The contractor will be responsible for relocating the existing guardrail after the project is completed.

Scope of Work:

The Contractor shall complete the following task items for the bioretention area:

1. MOBILIZE & INSTALL PROJECT DEMARCATION FENCE.
2. INSTALL EROSION CONTROL MEASURES INCLUDING SILT FENCE
3. EXCAVATE FOR PLUNGE POOL SYSTEM AND CONSTRUCT THE SYSTEM
4. INSTALL STONE PAD AT CULVERT OUTLET
5. EXCAVATE FOR THE MC-3500 INFILTRATION CHAMBER SYSTEM AND CONSTRUCT THE SYSTEM
6. STABILIZE SITE AREA
7. PROJECT CLEAN UP

B. BID AND CONSTRUCTION SCHEDULE

- **DATE**, 2025 Invitation to bid and plan set issued

- **DATE**, 2025 @ **TIME** AM Mandatory Pre-Bid Meeting & Site Walk. Watershed Consulting will review project site & answer questions. Meet at 8 AM at the Mill River Rd just east of Georgia Shore Rd. Parking is available just west of this intersection at 44.78042947161047, -73.14407589255785.
- **DATE**, 2025 Proposals Due to Watershed Consulting (andres@watershedca.com) no later than 3 PM.
- Approximately **DATE**, 2025 Project Award Notification Sent
- Kick-off Meeting and Construction Commences (time TBD)
- Final Completion by December 2025 is required.

C. BIDDING DOCUMENTS

Bidding documents include this Invitation to Bid/Request for Proposals/Instructions to Bidders and Stormwater Improvement Plan and Details. **Contractors are solely responsible for completing their own take-off measurements to support their proposed costs.**

D. BIDDING PROCEDURES

All bids must be prepared on the Bid Form (attached) provided by the Owner and submitted in accordance with the Instructions to Bidders. A bid may be invalid if it has not been received at the designated location prior to the time and date for receipt of Bids indicated in the Invitation to Bid or prior to any extension hereof issued to the Bidders.

Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw, or cancel their bid or any part thereof for ninety (90) days after the time designated for receipt of bids in the Invitation to Bid.

Prior to the receipt of bids, Requests For Information (RFI's) and Addenda will be e-mailed or delivered to each person or firm as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose. RFI's or Addenda issued after the receipt of bids will be mailed or delivered only to the selected bidder.

E. EXAMINATION OF BIDDING DOCUMENTS

Each bidder shall examine the bidding documents carefully and, not later than **DATE**, 2025 @ 3PM, make written requests for clarification or correction of any ambiguity, inconsistency, or error therein which they may discover. Any response for clarification or correction will be issued by via email on **DATE**, 2025 by the Owner or Engineer. Only written requests for clarification or correction shall be binding.

Questions should be directed to Watershed Consulting and may be e-mailed to andres@watershedca.com.

F. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Bidders must submit a signed **Cost Proposal** to the Owner. Proposals must be submitted electronically. The proposals must be delivered by the date and time noted below and identified as follows:

Project Name: **Mill River Road SE Stormwater Improvement Plan**
Due: **DATE** by 3PM
Proposals emailed to: Watershed Consulting at andres@watershedca.com

G. INTERVIEWS

The Owner may require Contractors who respond to this RFP to attend an interview and give an oral presentation. This provides an opportunity for the Contractor to clarify or elaborate on the proposal. This is primarily a fact finding and explanation session.

H. EVALUATION AND AWARD CRITERIA

The Owner will issue an award the project letter to the Bidder whose proposal conforms to this RFP and is most advantageous to the Owner taking cost and prior experience into consideration. However, the Owner cannot and will not issue an award to a firm that is on the federal debarment list located at <https://sam.gov/content/home> or the State debarment list maintained by the Vermont Buildings and General Services (BGS) and located at: <https://bgs.vermont.gov/purchasing-contracting/debarment>.

I. PERMITS, FEES AND NOTICES & CONTRACTOR INSURANCES

Contractor shall provide a bid guarantee in the amount of 5% of the bid price, and a performance and payment bond in the amount of 100% of the contract price. The selected Contractor will be required to provide a Certificate of Liability Insurance, naming Friends of Northern Lake Champlain as Certificate Holder, and also listing Friends of Northern Lake Champlain and the Town of Georgia as additional insured. Failure to provide required documents or to provide sufficient insurance coverage limits acceptable to Friends of Lake Champlain may result in rejection of the bid proposal.

Insurance limits required:

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance.

The policy shall be on an occurrence form and limits shall not be less than:
\$1,000,000 Each Occurrence

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the Town of Georgia and the Friends of Northern Lake Champlain and its agencies, departments, officers and employees as Additional Insureds.

J. METHOD OF PAYMENT

The Owner shall pay the Contractor for its accepted and approved services, the fees computed on the basis of the negotiated cost schedule established by the project contract. The Owner shall not be responsible for paying any fees, expenses, taxes, or other charges of any kind except as provided in the project contract or otherwise not accepted by the Owner. Davis Bacon wage rates are not required. Contractor must provide an estimate for any Additional Services required to complete the project and must be approved by the Owner prior to commencement of the additional work.

- 1 Payment Schedule.** Construction services will be billed after the work is complete.
- 2 Payments.** Payments for Contractor services will be paid 60 days after invoice has been approved by the Owner.
- 3 Invoicing Address.**
Submit invoices to:

Josh Serpe—Project Manager
jserpe@friendsofnorthernlakechamplain.org
Cell: 845-803-2546

K. PRICE COST PROPOSAL FORM

Date: _____

Project: Mill River Road SE Stormwater Improvement Plan

To: Friends of Northern Lake Champlain

From: _____
(Insert Name of CONTRACTOR)

In compliance with your RFP, the undersigned Contractor proposes to provide all services and supplies necessary for the management of this Project, in accordance with the **Invitation to Bid/RFP/Instructions to Bidders dated DATE, 2025** including any Amendments noted below, as prepared by the Owner for the consideration of the following amount:

PART

A. The Contractor agrees by signing this proposal to enter into a contract with the Owner and agrees pricing will be determined based on the following pricing plus direct construction costs with no further markup.

Mobilization, EPSC

Part A1 = _____ dollars (\$_____).

Plunge Pool, Culvert Outlet Stabilization, MC-3500 Stormwater Infiltration Chamber System

Part A2 = _____ dollars (\$_____).

Total Project Costs (Parts A1 + A2):

Total = _____ dollars (\$_____).

The prices offered above are for Contractor services and shall include all supervision, labor salaries, benefits, bonuses, home office and field overhead, office support and management, including materials, equipment, mobilization and relocation costs, supplies, and profit, for successful performance of all specified services and work, including the services and work performed by the Contractor's core staff, the Contractor's other employees, and the Contractor's consultants and subcontractors. Contractor's prices are to include all services. The prices shall remain in effect during the entire performance period.

PART B. The undersigned understands that work shall be completed by December, 2025. This estimated construction schedule duration will be finalized by the Contractor and the Owner at the time of contract award.

Acknowledgment is made of receipt of the following Amendments:

This form, its completion by the Contractor, and its use by the Owner shall not give rise to any liability on the part of the FNLC to the Contractor or any third party or person. By submitting and signing this RFP, the undersigned certifies that this firm/entity is not currently barred from bidding on contracts, that this firm/entity is not a part of any firm or entity that is currently barred from bidding on contracts, that the firm name given below is the true and complete name of the firm/entity and authorized to transact business and perform all work included in the scope of this RFP. In addition, the undersigned certifies that the firm/entity for which he is signing has thoroughly reviewed all aspects of this RFP, and that all information, data, and representations made by the undersigned and the firm/entity for whom he signs are true, are complete and accurate, and that the entity for which he signs will, upon award of the contract, execute and complete a contract with FNLC on the terms set forth herein, unless changed and agreed to in writing by The FNLC.

PART C. SIGNATURE PAGE

Contractor: _____

By: _____

Typed name

Signature

Title

Telephone

Friends of Northern Lake Champlain

By: _____

Typed name

Signature

Title

Telephone