

Request for Qualifications/Request for Proposals

Engineering Services for the Removal of Kinneytown Hydroelectric Project in Seymour and Ansonia, CT

Save the Sound (STS), in partnership with the Naugatuck Valley Council of Governments (NVCOG), is soliciting prequalification submissions and then proposals for the investigation, analysis, engineering design, and permitting/decommissioning services for the removal of the Kinneytown Hydroelectric Project in Seymour and Ansonia, CT as part of a two (2) phase submission, explained below. This project is being funded by a National Oceanic and Atmospheric Administration (NOAA) Restoring Fish Passage Through Barrier Removal Grant received by NVCOG in partnership with STS in April 2023.

A mandatory on-site pre-bid meeting will be held at 10AM on March 21, 2024, at Kinneytown Dam, Seymour, CT 06483.

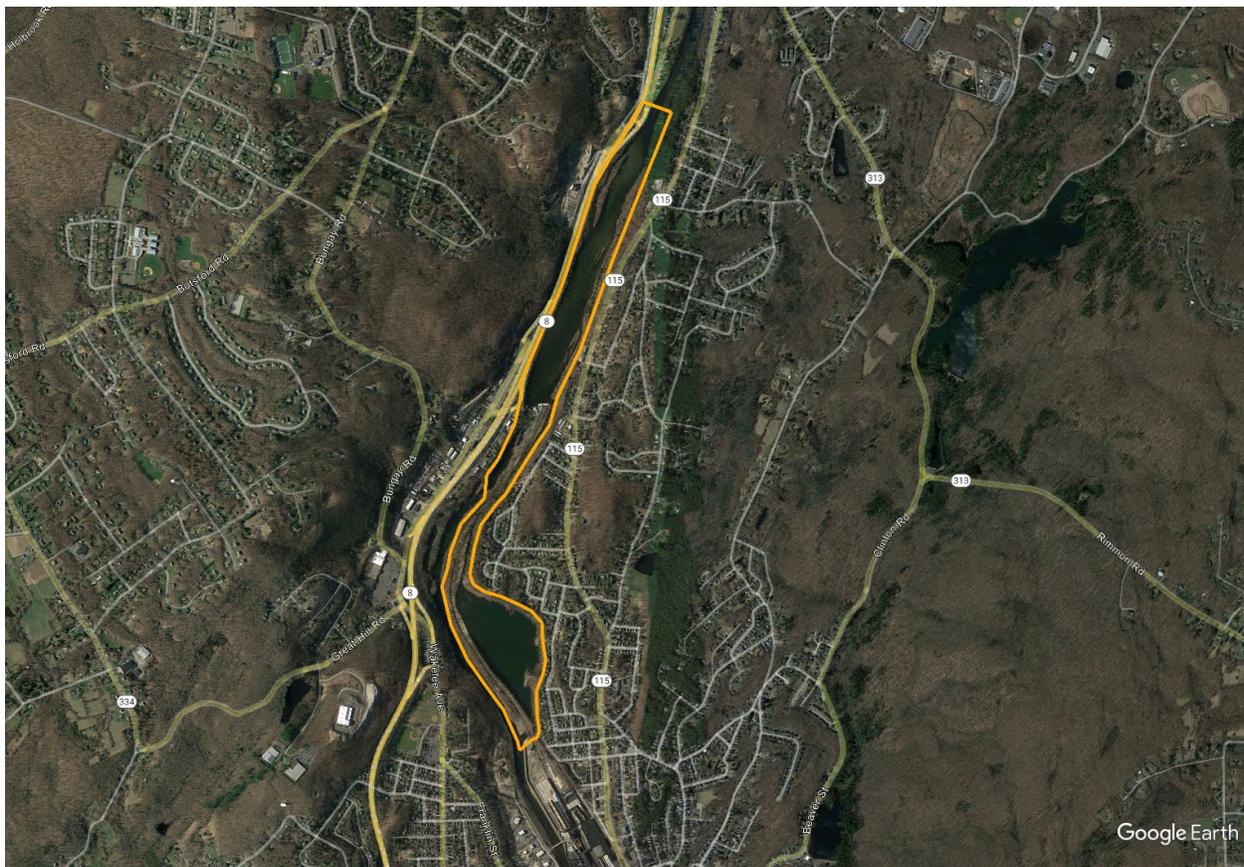


Figure 1. General location of Kinneytown Hydroelectric Project (orange polygon).

Background and Purpose

After decades of failed fish passage and power generation at the Kinneytown Hydroelectric Project, a proposal has been developed and funded to (i) remove the dams and appurtenant structures, (ii) manage impounded sediment, and (iii) restore the site and upper impounded reach of the Naugatuck River to reestablish the passage of migratory fish to the Naugatuck River Valley and restore river

function, processes, and community access to the Naugatuck River. The proposal was developed by the Naugatuck River Restoration Coalition, consisting of NVCOG, STS, and the Naugatuck River Revival Group, and is supported by municipal leaders, state and federal agencies, the CT federal delegation, the Connecticut Brownfield Land Bank (CTBLB), environmental advocates, and the current dam owner. In partnership with STS, NVCOG applied for and received funding through the NOAA Restoring Fish Passage Through Barrier Removal Grant program for the temporary acquisition of the facility by the CTBLB, surrender of the license exemption, and for the design and deconstruction. The grant also included funding for the design and construction oversight for the relocation of sewer siphons that cross the Naugatuck River in proximity to the dam, which is being pursued as a separate project and contract awarded by NVCOG.

The Kinneytown Hydroelectric Project (FERC 6985 – CT) is regulated by the Federal Energy Regulatory Commission (FERC), under a license exemption, and consists of two dams: the Kinneytown Dam in Seymour, CT and the Canal Reservoir Dam in Ansonia, CT. The Kinneytown Dam is located on the main stem of the Naugatuck River, with an associated intake structure and power generating unit (Unit 1), and an ineffective Denil fish ladder. A gatehouse on the east bank of the Naugatuck River leads to a canal that delivers water through an impoundment (Coe Pond, aka Canal Reservoir) to the Canal Reservoir Dam and generating unit (Unit 2) approximately one mile south in Ansonia, CT. Unit 2 in Ansonia ceased hydropower generation circa 2013; Unit 1 in Seymour ceased hydropower generation around 2020. The Kinneytown Dam stands approximately 25 feet high and spans 400 feet across the river. The Canal parallels the CTDOT-owned Waterbury Branch Rail Line, on which Metro North operates passenger service between Bridgeport and Waterbury. Coe Pond, a man-made waterbody, is contained by an earthen dike that extends approximately 3,500 feet and, at its greatest height, stands approximately 15 feet above the elevation of the Waterbury Branch Rail Line adjacent to the Canal Reservoir Dam Unit 2. Unit 2 includes two concrete spillways on each exterior side of the powerhouse.

Migratory fish including American shad, river herring and American eel once had free access to the length of the entire Naugatuck River and its tributaries. The Naugatuck River watershed encompasses 311 square miles and is the largest tributary to the Housatonic River. Kinneytown Dam is just four miles upstream from the confluence with the Housatonic River. Built in 1999, the Denil fish ladder at the facility has a long record of ineffectiveness. Despite the fishway, alewife stocking efforts by the Connecticut Department of Energy and Environmental Protection (CT DEEP), and millions of dollars in public investment removing upstream obstacles and improving water quality and habitat, an average of only a dozen target fish, including both American shad and river herring, have ascended the Kinneytown Dam ladder annually for the past two decades. Fish passage has virtually ceased since hydroelectric generation ended in 2020 and along with it, fishway operation and maintenance. With hydroelectric operations ceased, dam removal has been identified by CT DEEP as the preferred method of fish passage at Kinneytown in the 2022 *Plan to Restore Diadromous Fishes to the Naugatuck River Watershed*. Dam removal would provide full access above the dam to 29.2 mainstem river miles for river herring and shad and up to 77.4 tributary river miles for sea lamprey spawning and American eel rearing.

This project will begin the process of rebuilding historic fish populations to protective and sustainable levels in the Naugatuck River, benefiting river ecology, bolstering the marine commercial fisheries, and attracting sport anglers to the region.

Because the Kinneytown Hydroelectric Project is still regulated by FERC under a license exemption, the regulatory approval for removal is expected to require submitting a petition to FERC to surrender the exemption and remove the dams. FERC rules governing surrender of an exemption (18 CFR 4.38) require consultation with “fish and wildlife agencies” (e.g., US Fish & Wildlife Service and CT DEEP). This consultation must include CWA Section 401 (CTDEEP), CWA Section 404 (USACE), NHPA Section 106 SHPO/THPO consultations, and other reviews. Accordingly, the petition to FERC must include complete engineering design plans and supporting materials that have been reviewed by CTDEEP, USACE, and SHPO/THPO, with their comments fully addressed.

Additional relevant information about the Kinneytown Dam Removal Project can be found at www.nvcogct.gov/noaa, including the grant applications; Interactive Story Map, site photos and videos; plans and reports; hydrologic and hydraulic models; dam safety records; sediment data from upstream dam removals; review of fish passage data; historic engineering plans for the Kinneytown Dam and the sewer siphons; a project/site historic timeline; and preliminary eDNA sampling results. The Story Map includes a detailed timeline of the FERC Docket from January 2021 to the present with approximately 60 official documents (e.g., letters, legal complaints, comments, responses, declarations, status reports, and memoranda) of correspondence primarily among USFWS, FERC, the dam owner, CTDEEP, NRRG, NVCOG, as well as the Housatonic Valley Association and Department of Interior. The Story Map also includes a record of published press, stakeholder comments, and videos.

Recently completed work products, also found on the NVCOG website, include a fishway evaluation, Phase 1 Environmental Assessment of the Kinneytown Dam site, preliminary sediment sampling and analytical results, conceptual dam removal design, and conceptual estimate of probable construction cost, which are part of the original NOAA grant application. Further sediment sampling and evaluation by the USEPA and USDOT Volpe Center is ongoing.

The selected consultant will be managed by Save the Sound, that will serve as the point of contact with the Project Advisory Committee, consisting of NVCOG, NOAA and other partners. All final work products and deliverables generated by the consultant shall be made publicly available for download from the project website maintained by NVCOG. Please be advised that the Preliminary Scope of Work Outline below is provided for informational purposes and may be revised prior to final pricing. Moreover, the consultant shall be responsible for providing a complete scope of work, which means that the consultant shall provide all services listed in the Request for Qualifications/Request for Proposals, all services reasonably inferable therefrom, and all services necessary to provide a complete scope of work in accordance with the Project’s intent.

Preliminary Scope of Work Outline

1. Project Management/Coordination

- 1.1. **Project Management/Coordination**
- 1.2. **Project Meetings (assume 10)**
- 1.3. **Bi-weekly Update Meetings/Calls**

2. Data Collection/Field Work

- 2.1. **Collection & Review of Existing Data**

2.2. Wetland & Regulated Resource Delineation

Delineate and classify watercourses, wetlands, and other regulated resource areas sufficient for securing regulatory approvals.

2.3. Utilities Investigation

Identify and locate above- and below-ground utilities in the project area with sufficient accuracy to inform and guide the engineering design. Consultant shall seek records from the Call Before You Dig system, municipalities, utility companies, and other potential sources. Notwithstanding the foregoing, the consultant shall not rely upon any such records unless the consultant makes its own determination that said information is accurate. The consultant shall have no claim against STS if it relies upon the records from the Call Before You Dig system, municipalities, and utility companies and any such information is found to have been incorrect.

2.4. Topographic Survey

Use a CT-licensed professional land surveyor to map topography (1-foot contours) over the project site and properties using remote sensing/aerial survey, and complete supplemental ground survey as necessary in areas of detail around the dams and appurtenant structures, potential construction access routes, and other structures or properties that may be impacted; and provide a scaled map of proposed areas for survey. Incorporate property boundary survey and planimetric survey of structures and other site features that is scheduled to be completed by others, under contract with NVCOG, in Spring 2024. Identify stormwater outfalls and small tributaries that may be affected by dam removal due to head-cutting, and may require treatment/stabilization. Consultant shall obtain necessary railroad right-of-entry permissions and work authorizations along potential construction access routes and other areas critical for project implementation and construction.

2.5. Bathymetric Survey

Supplement existing impoundment bathymetry and sediment depths to identify underlying riverbed and bedrock sufficient to inform the engineering design. USEPA/USDOT Volpe Center are currently conducting extensive sediment sampling, testing and quantification which will include supplemental bathymetric survey that will likely minimize that extent of additional bathymetric survey needed. Upon completion of USEPA/USDOT Volpe Center sediment investigations, that bathymetric survey will be made available to the consultant for the project.

2.6. Natural Diversity Database Submission for known Rare, Threatened, and Endangered Species

Review NDDDB mapping, submit required documentation, and obtain a NDDDB response letter to inform the engineering design. Follow-up during the permitting process for final review and approval.

2.7. Set Photo Points

Set photo points to monitor the site before, during, and after construction.

2.8. Set Monitoring Monuments

Set adequate number of permanent monuments in the project area, with known coordinates and elevations tied into NAVD 88, for monitoring after construction.

3. Engineering Analysis

3.1. Geomorphic Channel Assessment

Assess the upstream, impounded, and downstream reaches' sediment and geomorphology to ascertain, in concert with the sediment transport/mobility analyses and hydrologic & hydraulic analysis, to predict how the channel will respond to the dam removal alternatives and to inform the engineering design.

3.2. Hydrologic and Hydraulic Analysis

Complete hydrologic modeling to determine the range of flows (e.g., baseflow, bankfull flow, 100%, 50%, 10%, 2%, 1%, 0.2% annual exceedance probability floods; and 5th, 50th, and 95th percentile flows) necessary for design and assessment for efficient fish passage, and develop a water surface profile model of the project reach using USACE HEC-RAS or other commonly accepted software to model existing and proposed hydraulic conditions to design and permit all aspects of the dam removal including to assess potential changes in downstream flood elevations and inundation areas.

3.3. Sediment Transport/Mobility Analyses

Consultant shall complete an analysis of sediment transport and mobility sufficient to address the following primary questions/concerns: (i) What is the proportion of the impounded sediment that is likely to be mobilized versus total volume of impounded sediment? (ii) If sediment were to be passively released, where, to what depth, and what duration is sediment likely to deposit in downstream reaches of the Naugatuck and Housatonic Rivers? (iii) How can sediment be released passively (e.g., what timing, rate, and proportion of sediment release) without adverse impacts to (a) downstream flooding and the existing USACE flood control measures in Ansonia, (b) in-stream biota, and (c) downstream shellfisheries at the mouth of the Housatonic River?

3.4. Sediment Transport Modeling/Mobility Analysis and Sediment Management Planning

Review existing preliminary sediment sampling and probing data collected by STS and laboratory analytical results. Review additional data and documentation to be completed by USEPA/USDOT Volpe Center that includes bathymetry, sediment corings/sampling data, and laboratory analytical results. Use existing FEMA FIS, river profile, and hydraulic model as appropriate and propose additional topographic survey as necessary to complete the analyses.

Complete an analysis of sediment transport and mobility sufficient to address the primary questions/concerns: (i) What is the proportion of the impounded sediment that is likely to be mobilized versus total volume of impounded sediment? (ii) If sediment were to be passively released, where, to what depth, and what duration is sediment likely to deposit in downstream reaches of the Naugatuck and Housatonic Rivers? (iii) How can sediment be released passively (e.g. what timing, rate, and proportion of sediment release) without adverse impacts to (a) downstream flooding and the USACE flood control measures in Ansonia, (b) in-stream biota, and (c) downstream shellfisheries at the mouth of the Housatonic River?

USEPA/USDOT Volpe Center will develop the Sediment Management Plan; the engineer shall provide technical review, input and consultation related to downstream transport and potential

ecological and/or human health risk. Technical and financial feasibility for sediment management, including natural sediment release will need to be thoroughly considered and evaluated. The engineer shall incorporate sediment management recommendations into the development of engineering design alternatives in Task 3.5.

3.5. Alternatives Analysis of Dam Removal Options

Using information and data compiled/collected from Task 2, analyses in Task 3, and USEPA/USDOT Volpe Center's sediment characterization, develop an analysis of alternatives for dam removal (and one "no action" alternative), demolition of appurtenant structures and buildings, management of sediment, stabilization and protection of existing bridges and other infrastructure, restoration of fish passage and river functions, and enhancement of aquatic and riparian habitat. Alternatives may include a range of sediment management approaches: in-situ remediation, targeted excavation, offsite disposal, onsite re-use, dam notching/staged passive release. Consultant shall develop a summary report that includes graphical depictions of each alternative, description of the pros and cons of each alternative in tabular/matrix format, and a scoring/ranking evaluation for factors evaluating each alternative. Submit a draft report for project partner and public review and comment; address comments in a revised final report.

3.6. Streambank Stability Analysis

Complete a stability analysis of the existing embankments along Route 8 and the Waterbury Branch Rail Line to design appropriate bank stabilization, scour protection, and/or slope stabilization measures. Coordinate with CTDOT on review of engineering design plans and reports.

3.7. Fish Passage Assessment & Essential Fish Habitat Assessment

As part of the H&H Analysis, evaluate fish passage conditions over the range of fish passage flows during the migratory periods to guide the channel design and final conditions that ensure safe, timely, and effective fish passage through the site. Complete an Essential Fish Habitat Assessment sufficient for regulatory review and approval by NMFS and to inform the NEPA compliance analysis that NOAA will be conducting.

3.8. Well Impact Assessment

Identify any areas that are not serviced by public water supply in the vicinity of the impoundment and assess potential drawdown in localized water table to determine how wells may be affected by dam removal. Consultant shall propose and incorporate remediation measures, as needed, into the engineering design.

3.9. Broad Street Bridge Scour Assessment

Using H&H models, complete a scour assessment of the Broad Street Bridge to determine appropriate scour protection if necessary for the bridge piers and abutments. Consultant shall design any protective measures in accordance and conformance with CTDOT standards.

3.10. Sewer Line Coordination

Coordinate with engineer consultant designing the relocation of sewer lines. Provide information as needed and incorporate engineer's design plans and approach into the dam removal design as necessary to address regulatory requirements.

4. Engineering Design

4.1. Project Conceptual Design Renderings

Develop conceptual design renderings for up to three alternatives to be shared with project partners and the general public for discussion and comment.

4.2. Invasive Species Management Plan

Prepare Invasive Species Management Plan to plan and address potential invasive species colonization for the first 5 years following construction and that meets USACE regulatory permit requirements.

4.3. Restoration and Landscaping Plan

Develop full size restoration and landscaping plans by a CT-licensed professional landscape architect that includes proposed topography, native plantings, potential trails, and associated amenities. NVCOG is seeking separate funding to develop a potential linear trail system through the Coe Pond site, in the dewatered canal, and along the Naugatuck River.

4.4. Engineering Design Plans for Dam Removal

Develop full engineering design plans for the removal of the Kinneytown Hydroelectric Project in Seymour and Ansonia, CT, signed and sealed by a CT-licensed PE at the intervals listed below. Plans shall cover all aspects of the project including existing conditions, proposed conditions (including the removal of both dams and all associated facilities/structures), river profiles and cross-sections, construction sequence, construction staging & access, water controls, erosion and sedimentation controls, construction details and notes, proposed channel grading, bank stabilization, scour protection, sediment placement, fish passage needs, aquatic habitat features, restoration and landscaping plan, existing infrastructure protection, and any other site or in-river components.

4.4.1. Draft Design Plans for STS/Partner Review (~60%)

4.4.2. Final Design Plans for Permitting for STS/Partner Review (~90%)

4.4.3. Final Design Plans for Permitting for State/USACE Submissions (~95%)

4.4.4. Final Design Plans for FERC Submission Package (~99%)

4.4.5. Post Permitting Final Design Plans for Bidding & Construction (100%)

4.5. Basis of Design Report

Develop Basis of Design Report that summarizes data collection, field work, existing conditions, engineering analyses and assessments, proposed design and dam removal approach, sediment management, and key aspects of the engineering design plans. Submit Draft Basis of Design Report with Draft Design Plans for STS/Partner Review (~60%) for review and comment by project partners. Address comments in a revised Final Basis of Design Report with the Final

Design Plans for Permitting for STS/Partner Review (~90%). Revise the report as necessary for permit reviews and regulatory approvals, with opportunity for STS/Partner Review.

4.6. Engineers Estimate of Probable Cost (Draft Design, Final Design for Permitting, and Post Permitting for Bidding)

Develop Engineers Estimate of Probable Cost using current and relevant engineering methods, recent project examples, and input from a qualified and experienced contractor. Submit draft for one round of review and comment by project partners; address comments in a revised final version; update for the Final Design for Permitting for STS/Partner Review, and Post Permitting phases. The consultant acknowledges and agrees that STS is relying upon the consultant to produce Construction Documents that can be performed within budget. Therefore, if the bids for the Project exceed the budget, then the consultant shall proceed in accordance with Article 4 of the Design Services Agreement.

4.7. Technical Specifications (Final Design for Permitting and Post Permitting for Bidding)

Develop Technical Specifications at the Final Design for Permitting phase covering all aspects of the engineering design plans and updated post-permitting. Submit draft for one round of review and comment by project partners; address comments in a revised final version to be submitted with permit application package for regulatory review and approval. Update as needed for the Post Permitting Final Design Plans ready for Bidding & Construction.

4.8. Easement Mapping (Alternate Task)

As an add alternate at Final Design for FERC Submission, establish easements where necessary for access routes, staging areas, and other construction activities.

5. Permitting

5.1. Coordinate with Resource Agencies (To be initiated at the start of all engineering work, including initial field work/investigations)

Meet with Project Partners, FERC, NOAA, CTDEEP, USFWS, and USACE to confirm/clarify the permitting pathway for surrender of exemption and decommissioning. Based on discussions with agencies to date, the primary permit pathway involves a License Surrender process through FERC, which may take Federal pre-emption. However, that process will likely include review and approvals from CTDEEP, SHPO, and USACE, with referrals to NOAA and USFWS.

5.2. NOAA NEPA Inclusion Analysis

Consultant shall coordinate with NOAA and provide assistance with NEPA compliance in the form of summary information or tabular data for the Inclusion Analysis. NEPA documentation is to be prepared by NOAA utilizing NOAA's Programmatic Environmental Impact Statement (PEIS) for Habitat Restoration Activities Implemented throughout the Coastal US and an Inclusion Analysis for the Implementation Phase (<https://repository.library.noaa.gov/view/noaa/12463>), assuming no significant impacts. An Inclusion Analysis has already been prepared by NOAA for the design and permitting phases of the project. If the potential for significant environmental impacts arises (e.g. sediment contamination) such that the PEIS is not applicable, then the consultant will be expected to complete an Environmental Assessment as an add alternate or a contract modification.

5.3. NHPA Section 106 Consultation (To be initiated at the outset of engineering activities).

Consultant shall use/retain an experienced historian and historic archeologist to complete Section 106 consultation.

5.3.1. Initiate Section 106 APE Determination & Mapping

5.3.2. Complete Historic & Archeological Assessment – Update 1999 Historic/Archeological Report to include the Kinneytown and Canal Reservoir Dams, appurtenant structures, impoundments and canal.

5.3.3. Prepare and submit required documentation to SHPO, THPOs, in coordination with NOAA as Lead Federal Agency (LFA) and prepare draft response materials to SHPO, THPOs and/or other consulting parties for NOAA and other federal agency review.

5.3.4. Prepare electronic submittal and coordinate with Advisory Council on Historic Preservation (ACHP) on the proposed action and potential adverse effects.

5.3.5. Prepare Draft & Final MOA between NOAA, SHPO, THPOs, STS, NVCOG, CTBLB, and/or other consulting parties.

5.4. CWA Section 401 Water Quality Certification

Develop permit submission for CTDEEP Section 401 Water Quality Certification. Assume common forms: Applicant Background Information, Applicant Compliance Information, Natural Diversity Database Review, Certification of Notice Form, in addition to CTDEEP Fisheries Consultation and Water Quality Monitoring Plan.

5.5. CWA Section 404 Review (USACE)

Develop permit submission for USACE Section 404 Dredge & Fill Permit.

5.6. U.S. Fish & Wildlife Service Consultation

Consult with USFWS (e.g. Section 7 screening for listed species), incorporate any concerns in the engineering design, and submit the Final Design Plans for Permitting for State/USACE Submissions for USFWS review and comment.

5.7. Municipal Consultations and Presentations

Consult municipalities (Seymour and Ansonia) for input in the engineering designs and present Draft Design Plans to municipal Town Councils and/or Inland Wetlands & Watercourse Commissions (up to 4 presentations).

5.8. FERC License Surrender/Decommissioning

Prepare and submit package for petition to FERC for surrender of license exemption. Package is anticipated to include the Design Plans, Report, Specifications, and all regulatory review/approval documentation.

5.9. Public Meetings

Present to Project Partners, the Community Liaisons, and the Public at a minimum of three (3) hybrid public meetings at the following project milestones, including: (i) Initial Public Meeting, (ii) Draft Design Stage, (iii) Final Design Stage for Permitting / Section 106 Public Meeting.

6. Construction Bidding Support

6.1. 100% Construction Plans and Bid Package

- 6.1.1. Revise Final Design Plans for FERC Submittal to Develop Post Permitting Design Plans for Bidding & Construction, Technical Specifications, and Invasive Species Management Plan based on regulatory review comments and permit conditions.
- 6.1.2. Develop Final Bid Package with Front End (from NVCOG), Technical Specifications, and Bid Form & Quantities. Submit to STS/NVCOG for review; revise as necessary.

6.2. Attend and present plans at contractor pre-bid site meeting and respond to Bidders' Questions.

6.3. Review Bids & Issue Engineer's Recommendation including tabulated summary matrices to compare the bids and task breakdown costs and any contractor assumptions.

6.4. Assist with Negotiations for Construction Costs and contract award.

7. Construction Observation

7.1. Office-Based Administrative Services associated with construction observation.

7.2. Field-Based Services associated with construction observation.

Consultant shall perform daily or weekly construction observation – adequate to ensure that construction is in general compliance with design plans and specifications.

7.3. Engineering Design Services During Construction

- 7.3.1. Evaluate requests for field changes and change orders.
- 7.3.2. Review, recommend and process change orders and make recommendations to STS and NVCOG.
- 7.3.3. Review and approve shop drawings and other submittals, including all potential revised and resubmitted submittals.
- 7.3.4. Notify STS and NVCOG in writing within three calendar days of any substantial deviation from the design plans and specifications.

7.4. Weekly Construction Meetings (Hybrid), based on projected project schedule.

7.5. Construction Close-Out to include final site walk-overs and checklists, including any further site work resulting from the site walk-over(s).

8. Regulatory Close Out

8.1. Close out Permits as per Regulatory Requirements

8.2. Update HEC-RAS Model w/ As-Built Survey and Cross-Sections for a future FEMA Letter of Map Revision

Proposal Evaluation and Selection Process

Proposals will be solicited, reviewed, and awarded following a Modified Qualifications-Based procurement process as follows:

1. Firms shall review this RFQ, the Preliminary Scope of Work Outline, the Standard Contract, and other materials to assess their interest and ability to complete the project.
2. Firms that intend to bid shall attend a mandatory site visit with in-field Q&A.
3. Interested bidders will submit **Part 1** of the required submission including their Qualifications & Experience, Project Understanding, and Preliminary Scope of Work (see required content of submission below).
4. STS, with support from project partners, will select and interview three qualified firms. The following criteria will be used to evaluate bidders in Part 1:
 - a. Depth of relevant experience of the engineering firm in assessing, designing, and permitting dam removals and other river restoration projects (at minimum the qualifications should include expertise in dam removal, the FERC regulatory process – preferably license surrender experience, sediment transport modeling, sediment management, and associated ecological risk assessment);
 - b. Qualifications and experience of the key project staff and personnel delegated to this project, including but not limited to the designated Project Manager;
 - c. Qualifications and experience of any subconsulting firms and key contractor personnel;
 - d. Depth of Project Understanding; and,
 - e. Quality of the Preliminary Scope of Work.
5. Based on the RFQ response, site visit Q&A, and interviews, STS will revise and release a Final Suggested Scope of Work for Engineering Services for the purpose of bid consistency.
6. The top selected firms/bidding teams will be invited to submit **Part 2** of the required submission (see required contents of submission below).
7. STS, with input from project partners, shall select the qualified firm that offers the best value based on the quality of the proposal and cost.

Proposal Submission Requirements

Both Parts of the Proposal shall be submitted electronically via email attachment (share folder download) to KinneytownRFP@savethesound.org. Proposals received after the deadline will be rejected.

Part 1:

1. Description of the prime consulting firm and any secondary subconsultant firms
2. Firm/Team Qualifications
 - a. Including relevant design experience with dam removal, river restoration, sediment management, ecological risk assessment, riverine hydraulic modeling, sediment transport modeling, infrastructure protection, railroad coordination, and FERC-licensing.
 - b. List of dam removal and/or FERC projects worked on and type of services provided for the project, as well as current staff roles on the projects listed.
 - c. Five (5) examples of projects similar to the proposed project in scale and complexity. Suggest one page per project.
 - d. References for the 5 example projects that include a contact name and current phone number.

- e. List of key personnel that will be working on the project, including a duty statement and brief resume (2-page max) of each key person, by name and title, with experience in pertinent fields.
 - f. Evidence of qualifications of the prime and all subcontractors to do business in Connecticut, including their state certified engineer license or contractor numbers, as applicable.
3. Project Understanding and Preliminary Scope of Work

Part 2 (Only submitted upon invitation by the selection committee):

1. Project Approach and Revised Scope of Work, with additional tasks if recommended by the engineer.
2. Fee Estimate by Task and Hours by Staff
3. Detailed Project Schedule
4. Statement of Agreement of Conditions set forth in the STS Standard Contract

Anticipated Timeline

This project has a tight timeline and needs a consulting team that has significant capacity to make expeditious progress on this project. Submission of a Final Design to FERC is due by the end of March 2025. We are targeting to bid the project for construction by the end of 2025, and go to construction in 2026, potentially extending construction into 2027, if needed.

Mandatory On-Site Bidders Meeting

A mandatory on-site bidders meeting shall be held at 10AM on March 21, 2024, at Kinneytown Dam, just north of the Seymour Sewage Treatment Plant at 721 Derby Ave, Seymour, CT 06483. Questions related to this meeting should be directed to KinneytownRFP@savethesound.org, or if necessary, to Paul Woodworth, at 201-423-5849.

Proposal Submittal Timeline

1. **March 21: Mandatory on-site bidders meeting at 10AM at Kinneytown Dam.**
2. April 1: Questions for Part 1 Submittals due by 12PM (noon).
3. April 10: Answers provided to questions.
4. April 18: Part 1 Submission due by 12PM.
5. April 29: Three firms selected for interviews.
6. May 3: Interviews, in-person at Save the Sound, 127 Church Street, New Haven.
7. May 9: Questions for Part 2 Submittals due by 12PM.
8. May 16: Answers provided to questions, and Revised Suggested Scope of Work for Part 2 issued.
9. May 30: Part 2 Submission due by 12PM.
10. June 7: Selection of firm (anticipated).
11. Mid-June: Contracting and work to be initiated.

Proposal Inquiries

All inquiries regarding this RFQ must be submitted in writing via email to Paul Woodworth at KinneytownRFP@savethesound.org.

Other Requirements

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFP shall become the property of STS and NVCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This RFP does not commit Save the Sound to award a contract or to pay any costs incurred during the preparation of the proposal. Save the Sound reserves the right to reject any or all proposals. Save the Sound also reserves the right to selectively contract or self-perform specific tasks within the scope of work if such modification is an asset to project timeline or budget.

Contract/ Agreement

The successful firm shall enter into a contract with STS that is governed by the “Financial Assistance Subaward Agreement between Naugatuck Valley Council of Governments and the Save the Sound, Inc.” (“Subaward Agreement”) inclusive of its terms and provisions, and attachments. The Subaward Agreement is an attachment available for download with this RFP, which prospective bidders are encouraged to review to determine their interest and ability to contract with STS. Also as an attachment available for download with this RFP, please find the Design Services Agreement that the firm that is awarded this contract shall be expected to sign (“STS’s Standard Contract”).

The NOAA funding is contracted on an annual basis, thus it is anticipated that Task 6 Construction Bidding Support, Task 7 Construction Observation, and Task 8 Regulatory Close Out, will be included in the contract with the selected engineering firm on an add alternative basis. Costs submitted for Part 2 should include a per easement cost for Task 4.8 Easement Mapping.

Insurance

STS and NVCOG require Consultants to provide and maintain minimum insurance coverages as stipulated in the attached Subaward Agreement that includes Workers Compensation, General Liability and Property Damage, and Automotive Liability. The Consultant(s) and subcontractors shall carry workman’s compensation insurance. **Proof of adequate insurance must be included in the bid application.**

Personnel

The Contractor shall provide the professional services identified in this Scope of Services and requested by STS. The proposal must identify the primary staff who will be responsible for conducting the work as listed in this scope of services and include a copy of each primary staff member's resume.

STS requests that a senior experienced person be the primary representative for your firm in actually performing the services.

Length of Service

It is expected that the agreement and work covered by this RFP and Scope of Work shall extend for Forty Eight (48) months from the date of execution of an agreement between STS and the consulting firm or

team with an option for STS to extend the agreement. No delivery of services shall start without written contract issued by STS. No out-of-scope service will be reimbursed unless a change order has been submitted and approved by STS and NVCOG prior to conducting the additional work.

Acceptance or Rejection by STS

STS reserves the right to accept or reject any or all responses submitted for consideration, to waive any informalities and/or technicalities, or to negotiate separately in any manner necessary to serve the best interests of STS. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling RFP

STS reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

Affirmative Action

STS is an equal opportunity employer and requires an affirmative action policy from all consultants as a condition of doing business with STS. By responding to this STS, all consultants agree to fully comply with Federal Order 11246.

Minority-owned Business Enterprise (MBE)/ Woman-owned Business Enterprise (WBE)/ Small Business Enterprise (SBE)

It is the policy of STS to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit a proposal and selection will be based on and conditioned upon satisfying the requirements described in this RFP and Scope of Work. These requirements apply to all proposers, including those who qualify as an MBE, WBE or SBE. Contracts awarded under this RFP will be required to meet state and regional MBE, WBE or SBE goals.