

Request for Proposals

Culvert Replacement Preliminary Design Services on an unnamed tributary to Otter Creek at Russellville Road in Shrewsbury, VT Schedule:

Friday, June 5, 2026	<i>RFP released</i>
Wednesday, June 17, 2026	<i>Questions due</i>
Wednesday, June 2 2026	<i>Questions answered</i>
Wednesday, July 8, 2026	<i>Proposals due</i>
Wednesday, July 15, 2026	<i>Consultant selected</i>

Katie Stiles, District Manager

Rutland Natural Resources Conservation District (RNRCD)

katie@nrncd.org

Purpose: Rutland Natural Resources Conservation District is seeking engineering consultant design services for a culvert replacement project in the Town of Shrewsbury to restore fish passage and stream stability.

Project Description: The purpose of this project is to replace an undersized and perched culvert to improve aquatic organism passage (AOP) and improve stream stability on an unnamed tributary to Otter Creek. This culvert is geomorphically incompatible and perched. RNRCD seeks proposals to complete final designs for the structure.

Project Timeline: The final design and associated deliverables will be due no later than August 31, 2027.

Culvert Description:

Name: Russellville Road Culvert

Location: Russellville Road, just off Northam Road, Shrewsbury (43.5061, -72.8648)

WPD ID: 14603 (Preliminary Design 11362)

VT ANR Atlas Object ID: 117483

Local ID: 7-2

Approximate Bankfull Width: 16' **Approximate Channel Dept:** 1.4'

Existing Culvert Dimensions: Width: 48" Length: 32" Height: 48"

Notes: Preliminary Design completed December 2025 by SLR. Summary Memo included. Survey data, base mapping, and other data used for 30% design will be provided by SLR. 30% design memo available upon request. Release of CAD/GIS files will require a signed release form.

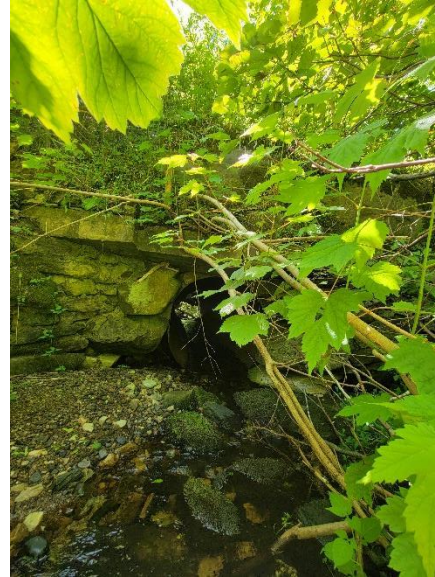
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www.nrncd.org



Downstream Russellville Road Culvert



Upstream Russellville Road Culvert

Scope of Work: The work will be conducted as a single phase for final design. The Contractor will meet with the Project Team as needed to discuss topics such as scope of work, methods, deliverables, and project timelines. A site visit with the Project Team will be necessary early in the design process. In addition to RNRCD, the Project Team may include representatives from US Fish and Wildlife Service, VT Fish and Wildlife Department, and the Town of Shrewsbury (landowner). Concepts and considerations found in AOP design guidelines developed in SWG2-T-1-2 (<https://vtfishandwildlife.com/consERVE/aquatic-habitat-conservation/aquatic-organism-passage-at-road-stream-crossings>) shall be used as the basis for project design, with additional elements included from the USFWS Northeast Region Fish Passage Engineering Design Criteria (large document, please request from katie@nrncd.org as needed). The designs will also meet VT Stream Alteration and Army Corps General Permit criteria.

Final Design

The goal of the final design is to collect the field data, analyze the data through appropriate models, prepare and submit permitting documents, and produce a 60% design, a final report including final design and memo, and a bid document package including construction documents. The Contractor will also provide construction and maintenance estimates, construction oversight estimates, and as well as anticipated structure lifespan into the design recommendation. The Contractor will collaborate throughout these steps with the Project Team as needed to ensure an acceptable final product. Tasks for the final design are:

Data Collection: The Contractor will review existing relevant culvert information, including survey data from the 30% design including channel cross sections and culvert

inverts, bankfull widths, existing crossing data, channel morphology, characterization of bed substrate, channel type and condition, stream geomorphology, hydrology, hydraulic analysis, and 30% design.

If necessary, the Contractor will delineate wetlands adjacent to the channel throughout the project area. The Contractor will obtain detailed topographic and site survey data and complete subsurface investigations, including sub-surface borings, to confirm geotechnical conditions. This full topographic survey will record existing site conditions, including channel cross sections upstream and downstream of the structure, channel profile (20-30x times bank full width upstream and downstream of project site, pool depths, and head of riffle), road elevations, infrastructure that may be affected by the change, and other site features relevant to the design. Topographical survey limits shall extend a sufficient distance to define existing features related to the project site and provide sufficient information to complete a hydraulic analysis. RNRCD will facilitate landowner communication as needed.

Design: The Contractor will refine the Aquatic Organism Passage (AOP) and nature-based channel design, and will also update the hydraulic model and complete the associated scour calculations. Based on the data collected during the field investigations, the Contractor will ensure the design simulates the natural channel geometry through the project area and refine the design of the grade control structure upstream of the culvert if it is still deemed necessary by the Project Team. The Contractor will delineate parcels as required for determination of required easements and permits. The design plans will then be advanced to final design, providing the existing and anticipated longitudinal profile and cross sections, streambed composition, grade control locations, anticipated access points for implementation and an anticipated Limit of Disturbance (LOD) including access routes and staging area(s). The information will be detailed on the final plans and included in the technical specifications. The Contractor will prepare the bid document package including construction documents. The Contractor will provide construction and maintenance estimates, construction oversight estimates, and anticipated structure lifespan into the design recommendation.

Design Review: A meeting will be held with the Contractor and Project Team to review the 60% design prior to moving onto the final design. A meeting will be held with the Contractor and Project Team to review the final design before June 1, 2027.

Permitting: Contractor will prepare and submit required regulatory permits.

Deliverables: The final design and memo shall include, but are not limited to, a title sheet, site plan sheet, details sheet (including longitudinal profile and other data listed in Design section), cost opinions for construction and construction oversight, construction documents, maintenance estimates, prepared required regulatory permits and proof of submission, and minutes from the design reviews. The estimated

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construction cost of a temporary crossing must be a separate line item if deemed necessary by the Town stakeholders. The Contractor will also provide a bid document package.

Questions: Questions may be submitted to katie@nrncd.org before 5:00 pm on June 17, 2026. A comprehensive answer sheet will be distributed to all interested parties by June 21, 2026, or sooner.

Proposal Format: The narrative response, cost proposal and proposed timeline should be laid out to correspond to each of the major tasks under the Final Design phase. A staffing summary plus one-page biographies should be included for each member of the Consultant's team, as well as a summary of the Consultant's experience with aquatic organism passage projects and references.

Proposals shall be submitted via email as a single PDF to katie@nrncd.org by 5:00 pm on Wednesday, July 8, 2026.