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**Request for Proposals (RFP):**

Riverkeeper is requesting proposals for qualified engineering firms to develop design plans to remove the Kenwood Mill Dam.

**Project Overview:**

The Kenwood Mill Dam (NYS ID: 226-1334, Federal ID: NY13732) located at 52 Washington St. in the City of Rensselaer is a 50-foot long and 6-foot high concrete, gravity dam built on Mill Creek. Mill Creek is a perennial tributary to the Hudson River and the Kenwood Mill Dam represents the first upstream barrier for diadromous species seeking upstream passage. The Kenwood Dam was built in 1917 to power machinery for Hyuck Felt Company. The felt company is no longer active and the mill has been converted into office space. Mill Creek now flows under the Capital View Office Park, which houses the NYS Children and Family Services.

Riverkeeper has obtained a binding agreement with the property owners to remove the Kenwood Mill Dam. In partial fulfillment of this objective, Riverkeeper has been awarded a NYSDEC Tributary Connectivity grant to develop plans to remove all the structural components of the dam. Riverkeeper has secured up to \$117,000 to hire a qualified engineering firm with the technical expertise to design the plan (or phased plan) to remove the Kenwood Mill Dam and facilitate fish passage in the dam's absence.

The full set of engineering plans should include the following elements: site assessment, investigation of the dam, local infrastructure assessment, structural analysis, hydrologic and hydraulic model (H&H), site survey, sediment analysis, historical analysis, construction costs, permitting costs, stability of revetments, restoration of disturbed areas, engineering schematics, and any other engineering design requirements needed to remove the Kenwood Dam, while ensuring the integrity of surrounding structures and infrastructure as well as the bidirectional passage of fish species. It is conceivable the available grant funding will not fully cover the costs for the entirety of the engineering plans. Prospective engineering firms should be prepared to propose how many of the required engineering plan elements they can produce with the available funding. The engineering firm chosen to produce the first phase of engineering plans may also be retained to produce the remaining engineering plan elements and carry out shovel-ready actions. The process for selection for subsequent phases will be determined after additional funding is secured.

**Selection Procedure:**

In order to apply for this RFP, prospective engineering firms must be able to demonstrate successful **removal of 3 dams within the past 10 years**. Selection preference may be scored higher for engineering firms that can demonstrate successful **removal of a dam(s) in NYS within the past 5 years**.

Additionally, qualified engineering firms must be able to demonstrate or articulate previous experience with some or all, but not be limited to the following criteria:

- Structure and infrastructure analyses
- Scour analyses
- Capacity to generate H&H models
- Proficient knowledge of local, state and, federal requirements and appropriate authorizations to successfully remove a dam in NYS
- Supportive cooperation with local, state and federal agencies, project stakeholders, public, property managers, and property owners on other projects
- Keen understanding of riverine and geomorphic processes
- Environmental engineering and design
- Aquatic ecology, especially with regard to the Hudson River and Mill Creek
- Functional understanding of fish passage requirements
- Ability to implement creative solutions to complex river issues
- Landscape design and bank stabilization upon completion of projects

Riverkeeper will then initiate a competitive bidding process that begins with qualified engineering firms who meet the preliminary selection criteria. Applicants should contact George Jackman or Maddie Feaster from Riverkeeper via email to express intentions to compete for the bid. If the firms can demonstrate the minimum requirements, Riverkeeper will schedule a pre-proposal site visit for qualified firms to examine the project area. Upon visiting the site, competing engineers will have two weeks to answer preliminary questions, and three business weeks thereafter to return a full project proposal to Riverkeeper.

Following initial email inquiries, pre-proposal site visit, submission of written responses, and submission of the completed proposal, a review and possible interview will occur. Riverkeeper will then evaluate proposals based upon cost, clarity, appropriate answers to the written questions, presentation of the proposal, innovativeness, and cost-effective strategies to complete the project. Riverkeeper will rank the proposals in hiring preference. Riverkeeper will then enter contract negotiations with the top ranked firm. If contract negotiations with the selected firm fail for any reason, the next firm in the ranking will be notified.

**Scope of Services:**

The basic scope of services shall include to a greater or lesser extent, but may not be limited to the following project elements:

- 1) Technical analysis: The selected firm will complete a technical and structural analysis, ensuring stability of surrounding structures, infrastructure, and revetments.
- 2) Hydraulic and Hydrologic modeling (H&H): Additional hydraulic modeling may be required based on the results of the preliminary design.
- 3) Sediment sampling: The selected firm will conduct collection of sediment samples and analysis. Based on guidance from state officials, additional sediment analysis may be needed.
- 4) Permitting: The selected firm will identify and pursue all permits and approvals needed to proceed to construction phases, support permit application process and pre-application to appropriate agencies.

- 5) Engineering firm deliverables and deconstruction planning: The selected firm will produce a design report with the following elements:
  - a) Alternatives analysis, summary of project sequence, sediment management plan, and permitting sequence.
  - b) Technical structural analysis and infrastructure analysis, scour analysis, flow control if necessary, preliminary designs for dam deconstruction, and landscape design, disturbance restoration upon completion of the project.
  - c) Impoundment restoration, bank and structural stabilization as necessary and as completely as possible.
- 6) The selected firm will provide cost estimates for all alternatives feasibly considered.
- 7) The selected firm will complete final design elements -if possible- with the relevant information available at the time.
- 8) The selected firm will assist Riverkeeper in developing a framework for alternatives if necessary. The framework will help project partners compare the benefits and challenges of each alternative.
- 9) The selected firm will consult with Riverkeeper personnel and NYSDEC officials as needed to refine the analysis of the project area and final design plans.
- 10) The selected firm will engage with Riverkeeper as often as weekly to discuss project progress. The project partners will hold monthly administrative meetings to ensure progress of the plan ensues appropriately. A representative from the selected firm should be available for each meeting.
- 11) The selected firm will be required to meet project deadlines and present findings at public meetings to municipal administrators, NYSDEC representatives, and elected officials as needed. A final summary and presentation of relevant information may be required after the project period stated in this RFP.
- 12) The selected firm will support funding applications for additional phases of the removal process and impoundment restoration project that may begin after the conclusion of the design phase.

The scope of services may change with unforeseen circumstances. However, significant changes to the accepted plans will be subject to the approval of Riverkeeper in consultation with NYSDEC or other grant funders and/or property owners.

Currently, \$117,000 is available and proposals for this RFP should not exceed that amount. Proposed activities covered within the aforementioned cost must be completed within **12 months** of a signed contract between Riverkeeper and the selected firm. Extensions beyond 12 months may be considered, but will require additional approval. Firms should stipulate anticipated needs for extensions in their proposal. At logical phases in the project timeline, the firm may be required to provide progress reports to Riverkeeper who will distribute to property owners or grant funders as required.

Riverkeeper is actively pursuing additional funding sources to complete the entirety of the dam removal project. In addition to the materials below, applicants should provide a brief supplemental estimate of costs and a brief summary of the anticipated tasks that go beyond the scope of work in this first phase of the project but will be required to complete a comprehensive, final design plan and required permits for active removal phases of the dam. Supplemental estimates for services beyond the scope of work included in the \$117,000 will not be considered binding, but will help inform Riverkeeper's future fundraising efforts.

For future phases of the project beyond the scope of work agreed upon, the same firm may be granted the option to complete the plans to obtain a shovel-ready project.

**Pre-Proposal Site Visit and Submission of Proposal:**

A pre-proposal site visit will occur on two pre-selected dates that will be announced to accommodate the respondents. There will be no further chance to visit the property if the two dates are missed. According to contract agreements, all access to the project site must be scheduled beforehand and accompanied by Riverkeeper staff to ensure adequate notification to onsite security staff and the property manager. A pre-proposal site visit is not mandatory for this RFP, but is strongly suggested to comprehend the potential complexities associated with the project site.

Selection of the top-ranked firm will be based upon a predetermined set of evaluation criteria determined by Riverkeeper as outlined on page 2 of this RFP. Respondents must submit their proposal in strict accordance with all requirements of this RFP stated herein. The respondent's proposal must not be marked as confidential or proprietary to the respondent. Riverkeeper may refuse to consider a proposal if so marked. All proposals will become the property of Riverkeeper, subject to disclosure laws and all Riverkeeper policies and procedures.

No obligation, either expressed or implied, exists on the part of Riverkeeper to issue an award or agree to compensate for any costs incurred in the preparation or submission of a proposal in response to this RFP. All costs associated with the preparation or submission of proposals covered by this RFP are solely the responsibility of the respondent. Engineering firms must maintain full transparency during all stages of the process with Riverkeeper staff assigned to this project if awarded the contract.

When applying to this RFP, please send all inquiries to George Jackman or Maddie Feaster. Contact information is listed below. Due to hybrid working conditions or in the field on other projects, all voice messages must be left on George's mobile number listed below.

**Proposal Elements and Request for Qualifications (RFO):**

All respondents must include the following information with your completed proposal:

- 1) Project Summary Narrative (5 pages maximum)
  - A project summary narrative defining the respondent's interpretation of the scope of the project. While river restoration is outside the scope of this request, discussion of possible river restoration enhancements of Mill Creek that would conceivably promote improved fish passage while also ensuring resiliency of the impacted structures from intense rain events expected to increase with climate change is encouraged.
  - Propose which of the following engineering plan elements can be produced with the available funding: site assessment, investigation of the dam, local infrastructure assessment, structural analysis, hydrologic and hydraulic model (H&H), site survey, sediment analysis, historical analysis, construction costs, permitting costs, stability of revetments, restoration of disturbed areas, engineering schematics, and any other engineering design requirements needed to remove the Kenwood Dam, while ensuring

- the integrity of surrounding structures and infrastructure as well as the upstream fish passage of targeted species.
- 2) General anticipated project schedule or timeline (1 page).
  - 3) Detailed budget itemizing hourly rates, overhead factors, and all other details by which project costs have been derived.
  - 4) Additional pertinent information as deemed necessary by the respondent (1 page).
  - 5) A 1-page summary of additional, anticipated activities not listed in the Basic Scope of Services above but that are likely required to advance the removal process through the completion of a technical analysis of infrastructure in the impoundment and a comprehensive removal design. Include an estimate of funds required by the firm to complete or support the additional activities. The estimates provided in this section will not be considered binding, but may inform future contract extensions, request for proposals, and fundraising efforts.
- 6) RFQ:
- a) Background description of firm and institutional structure.
  - b) Firm profile that includes a list of team members that will be assigned to this project.
  - c) Principal team member profiles.
  - d) Technical Expertise Profiles. Attach a brief summary for each member of the team and detail relevant experience, length of service with the firm, educational background, professional background, along with the percent of the project for which they will be responsible. Include individual's professional certifications, a brief discussion of their relevant work experience and their hourly rates. Sub-consultant's roles on the project should also be listed.
  - e) In addition to a general list of representative projects, applicants select one or two previously completed projects of similar size and scope for reference. Please select projects (if possible) that have been completed within the past year but not more than seven years ago. Please include a detailed description of services rendered, the name, contact information of the client's project manager, and the name and contact information of the general contractor and the contractor that completed the work.

Contact information:

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