

**REQUEST FOR QUALIFICATIONS
DESIGN SERVICES**

August 29, 2025

Indian Brook Dam Engineering Safety Assessment: Request for Qualifications

Request Summary:

Date of RFQ Issuance: August 29, 2025

RFQ Questions Due: 4:30PM, September 15, 2025 via email to Kadams@essex.org

Responses Provided: 4:30PM, September 19, 2025 via email

Statement of Qualifications Due: 4:30PM, September 30, 2025 via email to

Kadams@essex.org or by U.S. Mail to Town of Essex, Attn: Karen Adams, 81 Main Street, Essex, VT 05452

Primary Contact Person: Karen Adams, Deputy Manager, kadams@essex.org

Objective:

The Town of Essex is requesting Statements of Qualifications (SOQ)s from engineering firms eligible to provide a comprehensive engineering safety assessment of Indian Brook Dam. The procurement process for selection of the Consulting Firm will be a Qualifications Based Selection (QBS) described in further detail below. We are not seeking a detailed scope of work or cost proposal at this time. The Consulting Firm will be selected based upon their demonstrated ability to provide the highest qualified team to achieve the goals of the projects through their SOQ and possible interview with the selection committee.

Background Information:

Indian Brook Dam in Essex, VT, was constructed in 1957 to address increasing water demand, and became the main water source for the Village of Essex Junction until 1973 when it was sold to private developers. After the use of the reservoir as a water supply was discontinued, the Town purchased the land in 1986 and the site has functioned as a community recreation area since that time. The reservoir is approximately 60 acres and is the focal point of the 740 acre community park that surrounds the Dam. The contributing drainage area to the dam is approx.. 787 acres (1.23 sq mi). The Dam is classified as a “High Hazard” Dam due to the potential for downstream losses, and received a “Poor” condition rating during the State’s last dam safety inspection in August of 2024. GZA GeoEnvironmental completed a “Failure Mode Analysis and Risk Assessment Report” in 2023, with a main recommendation being that an all-encompassing list of short and long term dam safety, rehabilitation, and maintenance activities should be developed. The Town is interested in identifying a firm to perform the necessary survey and engineering work needed to identify these activities and develop a recommended implementation schedule along with cost estimates for all work, to be completed by June 30, 2026. Both the State’s 2024 dam inspection report and the GZA GeoEnvironmental Assessment are available on the Town’s website here: <https://www.essexvt.gov/1215/Indian-Brook-Reservoir-Dam>.

Services to be Provided by Selected Firm:

Interested firms shall be qualified to complete the tasks listed below, which are expected to be necessary to address the dam’s deficiencies. The Town reserves the right to expand or amend this task list at any time prior to execution of a contract with a selected firm.

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- Perform topographic survey to verify geometry and key elevations as it relates to subsequent analyses noted below.
- Perform bathymetric survey upstream of the dam to establish depth of water, sediment, and rock.
- Perform additional investigation and analysis to determine the source and potential risks of the uncontrolled seepage and leakage.
- Perform subsurface investigation and testing to determine foundation conditions at the dam as it relates to the stability of the dam, and the ability of the dam to safely withstand overtopping.
- Refine the GZA 2023 H&H analysis using updated survey information. Verify the dam has adequate freeboard during the inflow design flood.
- Evaluate the erodibility of the rock at the downstream toe as it relates to the stability of the dam.
- Identify alternatives as required to make the dam hydraulically adequate or capable of safely being overtopped during the Inflow Design Flood.
- Evaluate the hydraulic capacity of the low-level-outlet and its suitability to drawdown the pond in an emergency.
- Perform a structural inspection of the concrete elements of the dam and identify repair or replacement alternatives. Inspection of the submerged upstream face will likely require a dive inspection unless the water level can be lowered sufficiently.
- Collect concrete cores and perform testing to establish compressive strength and density of concrete in support of structural analyses.
- Evaluate the stability of the dam in reference to design loading events (normal, flood, normal + ice, normal + earthquake). Identify alternatives to address any inadequate factors of safety.
- Evaluate the strength of the swim/boat barrier in reference to design loads. Make recommendations regarding a more robust system if deemed necessary.
- Perform a confined space entry inspection of the gate chamber, evaluate the condition of the low-level-outlet and other components.
- Perform video/camera inspection of pipes.
- Based on collected information, propose recommended edits to the Emergency Action Plan.
- Identify repair, replacement, or decommissioning alternatives to restore functionality or reduce potential risks as required.
- Developed a recommended implementation schedule for needed activities to address the dam's deficiencies, along with cost estimates.

Submission Requirements:

All firms who may have interest in providing an SOQ for the Town to consider **must** express said interest via email to Karen Adams at kadams@essex.org by **4:30PM, September 15, 2025**. Questions about this RFQ are also due to Kadams@essex.org by **4:30PM, September 15, 2025**. All firms who have expressed interest by said date will receive an emailed copy of all questions received and all answers provided by the Town by **4:30PM, September 19, 2025**.

A Statement of Qualifications consisting of a narrative proposal that best represents your firm's

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qualifications to perform comprehensive dam engineering assessments is due by **4:30PM on September 30, 2025**, either via e-mail to Karen Adams at kadams@essex.org, or via U.S. Mail to Town of Essex, Attn: Karen Adams, 81 Main Street, Essex Junction, 05452.

SOQ's should include:

- the proposed project team including any subconsultants,
- technical abilities and qualifications of said team members,
- examples of previous projects,
- up to 5 references,
- a proposed schedule, and
- any other information that you consider important for the Town to have to appropriately rank your submittal.

SOQ's should also include provisions for any archeological and historic review components.

Selection Process:

The Selection Committee will review and evaluate each statement of qualifications, based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms if it is deemed necessary to choose the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required, and negotiations will begin with the top-ranked firm. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated in the same manner, with this process repeating until a mutual agreement is reached.

Criteria for Selection:

The Selection Committee will use the following criteria to evaluate qualifications:

- Understanding of the Project
- Knowledge of the Project Area
- Availability of Technical Disciplines
- Qualifications / Experience of Proposed Staff
- Ability to Meet Schedules & Budgets
- Past performance on similar projects
- Knowledge of State and Federal standards and policies

Note:

The Consulting Firm, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State Street, Montpelier, VT 05609-1104. Any contracts will not be executed until the Firm is registered with the Secretary of State's Office. The successful Firm will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

It is expected that all Consulting Firms will make good faith efforts to solicit DBE sub-contractors.

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Prior to beginning any work, the Consulting Firm will be required to obtain all necessary Insurance Coverage in accordance with the State of Vermont and name the Town of Essex within the Certificate of Insurance. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

We are not seeking a detailed scope of work or cost proposal at this time. All Statements of Qualification will become the property of the Town of Essex upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all Statements of Qualification received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town. This Request for Qualifications in no way obligates the Town to award a contract.