

REQUEST FOR PROPOSAL (RFP)

Town of Barnet Flood Recovery Projects

Design and Construction Oversight Services

The Town of Barnet is requesting proposals for design and construction oversight services for the replacement of structures damaged or destroyed during the July 2024 flood events. The projects are as follows:

Bridge #34 Replacement over Simpson Brook, Town Forest Road, (Lat.44.37456, Long. - 72.02517), currently temporary 10-foot diameter culvert, previously 25'L x 20' wide concrete slab deck bridge.

Bridge #41 Replacement over the Stevens River, Carter St., (Lat. 44.29469, Long. - 72.05071). (33'L x 23'W steel girder with concrete deck). Damaged girders and undermined north abutment.

Bridge #44 Replacement over the Stevens River, Patneau Lane (Lat. 44.30211, Long. - 72.06593). Currently temporary one lane Mabey Bridge, previously (33'L x 16' W)

RFP Release Date: June 19, 2026

Questions Due: July 3, 2026

Responses Posted/Sent: Not later than July 10, 2026.

Proposal Due Date: July 13, 2026 at 4:30 p.m. via email.

All questions related to this RFP to be emailed to the Town at townclerk@barnetvt.org. All responses will be posted to the Town's website at barnetvt.org.

These projects will be funded in part by the Federal Emergency Management Agency (FEMA). All work will be accomplished in accordance with the following:

- The project's approved FEMA Public Assistance Scope of Work
- Public Rights of Way Accessibility Guidance issued by the US Access Board, if project is in a public right of way.
- The most recent edition of the Manual on Uniform Traffic Control Devices.
- Vermont Agency of Natural Resources Stream Alterations General Permit and Stream Alterations Rule.
- The requirements of the Vermont Municipal Roads General Permit.
- The Town's adopted Road and Bridge Standards.
- Requirements for other Town, State, and Federal permits that may be necessary for the project.

The Town is seeking proposals from qualified **engineering firms** to provide **design and construction oversight services**. This includes, but is not limited to:

- **Survey and Hydraulic Sizing**
- **Structure Design and Plan Production**

- **Permitting (Local, State, Federal)**
- **Easements (if required)**
- **Preparation of Bid Documents and Oversight of the Bid Process**
- **Construction Phase Inspection and Supervision**
- **FEMA Process Support and Documentation** (to ensure maximum eligibility for reimbursement)

The Consultant will certify through the signature of an engineer registered in the state of Vermont to practice “structural or civil” engineering that these plans and subsequent 100% plans meet all applicable standards, codes and requirements for design and public safety (design certification.) The Consultant will also provide a utility and railroad clearance as applicable to the project that indicates that all necessary utility coordination has been completed.

Project Description and Objectives

Project Scope

1. **Data Collection and Survey**
 - Review existing documentation (previous inspection reports, hydrologic data, FEMA flood maps, etc.).
 - Perform detailed topographic and boundary surveys as necessary.
 - Conduct geotechnical borings and analyses, if necessary.
2. **Hydraulic Analysis and Preliminary Design**
 - Determine the appropriate hydraulic opening, meeting FEMA floodplain regulations.
 - Develop conceptual design alternatives with associated cost estimates. **In order to meet FEMA funding requirements, a cost estimate to rebuild exactly what was there prior to the disaster event in addition to all new design alternatives is required.**
 - Incorporate flood resilience and scour mitigation.
3. **Environmental Compliance and Permitting**
 - Identify all required permits (Army Corps of Engineers, Vermont ANR, state stream alteration, local regulations, etc.).
 - Prepare applications and coordinate with regulatory agencies to secure approvals.
 - Document environmental review steps in compliance with FEMA’s environmental and historic preservation (EHP) guidelines.
4. **Final Design and Plan Production**
 - Produce final engineering plans, specifications, and cost estimates.
 - Comply with ASHTO, VTrans, FEMA, and other requirements as noted on page 1.
 - Refine and finalize project details based on feedback from the Town and permitting agencies.
5. **Bid Process Management**
 - Prepare bid packages and oversee the advertisement process.
 - Respond to contractor inquiries, and evaluate bids.
 - Make recommendations to the Town regarding award selection, including providing written documentation of the bid evaluation.
6. **Construction Administration and Oversight**
 - Provide on-site inspections at critical milestones.
 - Oversee quality assurance/quality control (QA/QC) processes.
 - Manage contractor submittals, change orders, and payment requests.
7. **FEMA Documentation and Compliance**

- Guide the Town in proper record-keeping to meet **2 CFR Part 200** requirements.
- Prepare necessary FEMA forms, cost-tracking documentation, and close-out reports.
- Assist with any required audits or reimbursement requests through final close-out of the project.

Consultant Selection

The Selection Committee is made up of Selectboard Co-Chair Benjamin Gates and Road Foreman Mark Chase. The Selection Committee will make a recommendation to the Town Selectboard to award a contract.

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding the Scope of Work	2	5	10
Knowledge of Project Area	2	5	10
Qualifications/Experience of Proposed Staff	2	5	10
Availability of Technical Disciplines	2	5	10
Past Performance on Similar Projects	3	5	15
Reasonableness of Proposed Schedule and Labor Hour Estimates	4	5	20
Ability to meet other terms and conditions, including insurance and bond requirements	1	5	5
Financial responsibility	2	5	10
Availability to provide future service, maintenance and support	1	5	5
Geographic proximity to the Town of Barnet	1	5	5
TOTAL			100

Once the Technical Proposals are discussed and ranked, the cost proposals will then be opened and reviewed for consistency with and considering the evaluation of the Technical Proposals. The Selection Committee may elect to interview consultants prior to final selection. The Town reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented. Should the awarded

consultant propose any substitutions to the project personnel in the future, they must submit a letter to the Town requesting approval of such a change.

The Selectboard will select the Consultant to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract. Also, at that time, a notice of intent to issue the contract to the selected proposer will be mailed to all parties who submitted a proposal.

Submission

Consultants interested in this project should submit their proposal to the Town's contact: Town Clerk Benjamin Heisholt at townclerk@barnetvt.org

Submit as an electronic submission via e-mail with the technical and cost proposals submitted as two separate files, clearly marked as such, including the project name. Please inform the Town's contact person prior to submission to avoid proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted.

All proposals, upon submission, become the property of the Town. The cost of preparing, submitting and presenting is the sole expense of the firm.

The Town reserves the right to:

- seek clarification of proposals submitted,
- reject any and all proposals received,
- waive any informalities or any irregularities therein,
- accept any proposals even though it may not be the lowest cost,
- call for rebids,
- make an award which, in its sole and absolute judgement, will best serve the Town's interests.
- negotiate with any qualified source,
- investigate the financial responsibility of any proposer to determine their ability to assure service throughout the term of contract, or
- cancel this RFP in part or in its entirety, if it is in the best interest of the Town.

This Request for Proposals in no way obligates the Town to award a contract.

Contracting

The Consultant, 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, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the following documents:

- Vermont League of Cities and Towns' [FEMA Public Assistance Program Compliant Contracts webpage](#) for federally required contract provisions, and
- [Attachment C: Standard State Provision for Contracts and Grants](#) (dated October 1, 2024). For the purposes of this Attachment, "Party" shall mean the Contractor and "State" shall mean the Town and the State of Vermont.

These documents will be added to the contract based on its final value, inclusive of any authorized amendments. By submitting a proposal, the proposer agrees to accept these provisions.

If the award of the contract aggrieves any firms, they may appeal in writing to the Town's Selectboard at PO Box 15, Barnet, VT 05821. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town's Selectboard is final.

During the term of the contract, the Consultant, at its expense, shall maintain in full force and effect the insurance coverages set forth in the Vermont State Insurance Specification in effect at the time of incorporation into the contract. A copy of the Vermont State Insurance Specification is available at: <https://aoa.vermont.gov/Risk-Claims-COI>. The insurance coverages must name the Town and the State of Vermont as additional insureds. Unless otherwise noted, the insurance coverage must include the coverage noted below in amounts and as otherwise indicated in the State Insurance Specification:

- General Liability and Property Damage
- Automotive Liability
- Umbrella or Excess Liability
- Additional Insureds
- Workers Compensation
- Professional Liability Insurance
- Cyber Liability and Breach Response Insurance Coverage
- Notice of Cancellation or Change.

The certificate of insurance coverage shall be documented on forms acceptable to the Town.