Northwest Regional Planning Commission

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Grand Avenue Bank Stabilization and Stormwater, Swanton Village, VT
Northwest STP NRPC(1)

Request for Qualifications
Municipal Scoping Study
Northwest Regional Planning Commission

Date Issued: November 16, 2026 **Date Due:** December 11, 2026 at 5PM

Contact person: Lorna Peters, Water Resources Planner, 802-524-5958 ext. 133, lpeters@nrpcvt.com. All questions related to this Request for Qualifications shall be addressed, in writing, to this individual no later than 5 business days prior to the Date Due above.

I. INTRODUCTION

The Northwest Regional Planning Commission (NRPC) is requesting Statements of Qualifications (SOQ)s from qualified design and/or engineering firms (Consultants) for scoping services. The services shall address the Grand Avenue Bank Stabilization and Stormwater project in the Village of Swanton. NRPC is seeking a Consultant with expertise in scoping studies for stormwater projects. The project is to be considered a "scoping only" project concluding with the selection of a preferred alternative and finalization of the scoping report. The procurement process for selection of the Consultant will be a Qualifications Based Selection (QBS). We are not seeking a detailed scope of work or cost proposal at this time. The successful Consultants will be selected based upon their demonstrated ability to provide the highest qualified team to achieve the goals of the project through their SOQ and possible interview with the selection committee.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by the VTrans Project Manager Ande DeForge, Municipal Assistance Section, by phone at (802) 595-6657 or email at ande.deforge@vermont.gov.

II. PROJECT REQUIREMENTS

All work will be accomplished in accordance with the following:

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website https://vtrans.vermont.gov/highway/local-projects).
- MAS Project Development Process flow chart (found on the VTrans MAS website).

III. PROJECT DESCRIPTION

The purpose of the Swanton Village Grand Avenue Stormwater Scoping Study is to assess viable options to address a failing retaining wall and inadequately sized culvert running under Grand Avenue as well as the upstream culvert located at Greenwich Street. Stream restoration practices should be contemplated owing to conditions between the two culverts. Limited prior work has been completed as part of a Stormwater Master Plan (2014). The Village has attempted to address the area with infiltration/catch basin work, but the fundamental issues remain.
Only a scoping study is needed at this time. NRPC will work with the selected consultant to develop a scope of work for this project phase. The project encompasses the area depicted in Figure 1 attached.

IV. QUALIFICATIONS BASED SELECTION PROCESS (QBS)

Scoping services for this project will be procured through a qualifications-based selection process (QBS) as determined by the Brooks Act (Public Law 92-582). This Request for Qualifications (RFQ) is a solicitation for a Statement of Qualifications (SOQ) from qualified firms. **We are not seeking a scope of work or cost proposal at this time.**

V. SUBMISSION REQUIREMENTS

Please furnish one electronic (PDF format) copy of the Statement of Qualifications with pages numbered consecutively.

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's qualifications to perform a scoping study to identify alternatives, potential issues and costs and provide recommendations for future work, consistent with VTrans requirements and resulting in a scoping report identifying a preferred alternative having the support of the host community. The project is to be known as theGrand Avenue Bank Stabilization and Stormwater project.
SOQ's should include the proposed project team, technical abilities, 2-4 examples of previous projects, names and contact information for up to 3 references, and any other information that you consider important. SOQ's should also include qualifications of all proposed sub-consultants.

We are not seeking a detailed scope of work or cost proposal at this time.

The cost of preparing, submitting and presenting is the sole expense of the firm. NRPC reserves the right to reject any and all Statements of Qualification received as a result of this solicitation or to cancel this RFQ in part or in its entirety if it is in the best interests of NRPC. This Request for Qualifications in no way obligates NRPC to award a contract.

VI. SELECTION

The Selection Committee includes up to three NRPC staff members. The Selection Committee will make a recommendation to the MAS Project Supervisor / Manager and the NRPC executive director to award a contract.

The selection committee will review and evaluate all Statements of Qualifications based on the following criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Qualifications of the firm and the personnel to be assigned to this project.	2	5	10
Experience of the consultant personnel working together as a team to complete similar projects.	3	5	15
Demonstration of overall project understanding and insights into local conditions and potential issues.	5	5	25
Clarity of the proposal and creativity/thoroughness in addressing the scope of work.	6	5	30
Submission of a complete proposal with all elements required by the RFQ	2	5	10
Quality of representative work sample	2	5	10
TOTAL			100

Interviews with selected consultants may begin shortly afterward and the selection of the most qualified firm and negotiations with that firm is anticipated to conclude sometime in December, 2026. An anticipated start date for the project would be January, 2027. Notification to all responding firms of the selection will follow immediately upon the decision of the NRPC selection committee.

The Committee will review and evaluate each statement of qualifications, based on the criteria above. Interviews with each firm can be held if it is deemed necessary by NRPC in order to choose the highest qualified firm. Firms will then be ranked accordingly. NRPC will enter scope of work and cost negotiations with the top ranked firm. If negotiations are unsuccessful, NRPC will move onto the 2nd ranked consultant, and so on. Please note, if negotiations fail and NRPC moves onto the next consultant, NRPC may not return to negotiations with the previous consultant.

VII. SUBMISSIONS

Consultants interested in this project should submit their qualifications to the contact name and address indicated.

Submit as an electronic submission via e-mail clearly identified as an SOQ, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Statements of Qualifications and/or modifications received after the date and time due will not be accepted or reviewed.

The Statement of Qualifications, upon submission, becomes the property of NRPC. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. NRPCreserves the right to reject the Statement of Qualifications received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as in the best interest of NRPC. This solicitation in no way obligates NRPC to award a contract.

VIII. 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 Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in any resulting Request for Proposal. It is expected that the consultant will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to the Chair of the Board of NRPC, 75 Fairfield St, St. Albans, VT 05478. 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 Executive Committee is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the NRPC.