

## **Request for Proposal (RFP) for NRCS Emergency Watershed Protection Program**

### **Third-Party Engineering Services for the Town of Hardwick**

**Introduction:** The Town of Hardwick, VT, in collaboration with the Natural Resources Conservation Service (NRCS), is seeking proposals from qualified engineering firms to provide third-party engineering services for three projects on privately owned property under the Emergency Watershed Protection (EWP) program. The selected firm will assist in the assessment, design, and implementation of erosion control and flood mitigation measures in three designated watershed areas affected by the July 2023 flooding.

**Background:** The NRCS EWP program provides assistance to communities affected by natural disasters such as floods, hurricanes, and wildfires. These events can cause severe erosion, sedimentation, and infrastructure damage, posing risks to public safety, property, and the environment. Third-party engineering services are essential for the effective planning and execution of EWP projects, ensuring compliance with regulatory requirements and maximizing the program's impact.

**Scope of Work:** The selected engineering firm will be responsible for providing the following services:

1. Developing engineering designs and plans for erosion control, streambank stabilization, floodplain restoration, and other mitigation measures.
2. Preparing detailed construction plans, specifications, and cost estimates in accordance with NRCS standards and guidelines.
3. Assisting in the procurement process, including bid document preparation, contractor selection, and construction oversight.
4. Conducting post-construction inspections and monitoring to evaluate project effectiveness and compliance with design specifications.
5. Providing technical assistance and support to project stakeholders, including local government agencies and landowners.
6. Coordinating with the town to submit all necessary permits for project completion.

**Proposal Submission Requirements:** Interested engineering firms must submit the following documents:

1. Letter of Interest: A brief introduction outlining the firm's qualifications, relevant experience, and interest in the project.
2. Technical Proposal: A detailed description of the firm's approach to providing third-party engineering services, including methodology, key personnel, and project management.
3. Qualifications and Experience: Resumes of key personnel, highlighting relevant experience in watershed management, erosion control, and floodplain engineering.
4. References: Contact information for at least three references from previous clients or projects of similar scope and complexity.

5. Cost Proposal: A breakdown of fees and expenses, including hourly rates, reimbursable expenses, and any other costs associated with the proposed services.

**Evaluation Criteria:** Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications of the Firm and Key Personnel.
2. Technical Approach and Methodology.
3. Demonstrated Understanding of NRCS EWP Program Requirements.
4. Cost Reasonableness and Cost-Effectiveness.
5. References and Past Performance on Similar Projects.

**Submission Deadline:** Proposals must be submitted electronically to David Upson at [david.upson@hardwickvt.gov](mailto:david.upson@hardwickvt.gov) no later than May 1, 2024.

**Selection Process:** Proposals will be reviewed by a selection committee comprised of representatives from The Town of Hardwick and NRCS. Shortlisted firms may be invited to participate in interviews or provide additional information as part of the evaluation process. The selected firm will be notified within 10 business days of the proposal submission deadline.

**Questions and Clarifications:** All inquiries regarding this RFP should be directed to [david.upson@hardwickvt.gov](mailto:david.upson@hardwickvt.gov) & [zoning.administrator@hardwickvt.gov](mailto:zoning.administrator@hardwickvt.gov) no later than April 25, 2024. Responses to inquiries will be posted on the town website.

**Note:** This RFP does not constitute a contract or commitment on the part of The Town of Hardwick or NRCS to award any services. The selection of a firm will be based on the evaluation criteria outlined in this document, and the Town of Hardwick reserves the right to reject any or all proposals received.

## **Town of Hardwick**

### **Contact Information:**

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