

# **Town of Hardwick, School Street Landslide Project**

## **Request for Proposals (RFP) for Engineering Services for Slope Stabilization**

**Issue Date:** 11/12/2024

**Proposal Submission Deadline:** 12/31/2024

**Project Contact:** Town Manager, David Upson

**Contact Email:** david.upson@hardwickvt.gov

**Contact Phone:** 802-472-6120

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### **1. Introduction**

The Town of Hardwick is seeking proposals from qualified engineering firms to provide design and engineering services for the repair and stabilization of an approximately 500-foot-long landslide along School Street which is located in East Hardwick Village. The project requires comprehensive engineering solutions to stabilize the slope, protect infrastructure and property, and ensure public access & safety.

### **2. Project Background**

Due to recent weather events and geological factors, a significant landslide has impacted the hillside along School Street in the Town of Hardwick. This has affected stability along the slope, threatening nearby structures, utilities, and public safety. The project aims to stabilize the slope, reduce erosion, and ensure long-term resilience in compliance with environmental and engineering standards.

### **3. Scope of Work**

The selected engineering firm will provide the following services:

#### **3.1 Site Assessment and Survey**

- Conduct a comprehensive site survey, including topographic and geotechnical assessments.
- Analyze existing conditions, soil composition, hydrology, and slope stability.
- Identify critical zones and any impacted infrastructure, utilities, and vegetation.

#### **3.2 Design and Engineering Plan Development**

- Develop engineering design options for slope stabilization, erosion control, and water management.
- Incorporate necessary structural elements, such as retaining walls, soil nailing, and drainage systems.

- Ensure compliance with local, state, and federal regulations, including environmental, historical, and safety standards.
- Explore sustainable design options to enhance resilience to future landslides and extreme weather.

### **3.3 Permitting and Regulatory Compliance**

- Identify and prepare all necessary permit applications in coordination with local and state agencies.
- Facilitate the permit acquisition process and work with regulatory bodies for approval.

### **3.4 Cost Estimation and Phasing Plan**

- Provide a detailed cost estimate for all proposed engineering and construction solutions.
- Develop a phased implementation plan to minimize disruption along School Street and surrounding areas.

### **3.5 Construction Oversight and Support (Optional)**

- Provide engineering support during construction, including periodic site visits, inspections, and design modifications as needed.
- Ensure quality control and adherence to the design plan.

## **4. Proposal Requirements**

Interested firms should submit a proposal that includes the following elements:

### **1. Cover Letter**

Briefly summarize the firm's interest in the project and highlight relevant qualifications.

### **2. Firm Qualifications**

- Overview of the firm's experience with similar projects.
- Key personnel and their roles, qualifications, and relevant project experience.
- Description of available resources, including specialized equipment and technology.

### **3. Project Approach**

- Outline the approach to completing each component of the scope of work.
- Proposed methodologies for site assessment, design, and cost estimation.

### **4. Proposed Project Schedule**

Provide a timeline for each major phase of the project, including milestones and deadlines.

5. **Cost Proposal**

Submit a comprehensive cost proposal, itemizing fees for each project phase, including optional construction oversight.

6. **References**

Include three references from similar projects, with contact information.

**5. Evaluation Criteria**

Proposals will be evaluated on the following criteria:

- **Experience and Qualifications:** Proven experience with similar landslide and slope stabilization projects.
- **Approach and Methodology:** Sound approach to addressing the project’s unique challenges.
- **Project Timeline:** Ability to meet deadlines and complete the project efficiently.
- **Cost Proposal:** Reasonable and competitive pricing for the services provided.
- **References:** Positive feedback from previous clients on similar projects.

**6. Proposal Submission Instructions**

Please submit proposals in PDF format by email to david.upson@hardwickvt.gov] with the subject line: “RFP for School Street Slope Stabilization.” Proposals must be received by 1500 hours on 12/31/2024. Late submissions will not be considered.

Alternatively, proposals can be mailed to:

Town of Hardwick  
Attn: Town Manager’s Office  
20 Church Street  
Hardwick, Vermont 05843

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**7. Questions and Clarifications**

Any questions regarding this RFP should be directed to David Upson via email at david.upson@hardwickvt.gov by Friday December 13, 2024.

**8. Terms and Conditions**

- The Town of Hardwick reserves the right to reject any or all proposals, or to accept a proposal in whole or in part, at its discretion.
- All submitted materials become the property of the Town of Hardwick and may be used in the selection process.
- This RFP does not commit the Town of Hardwick to award a contract or to pay any costs incurred in the preparation of a proposal.

