

**TOWN OF HARDWICK**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Demolition and Site Stabilization – 41 Brush Street, Hardwick, Vermont**

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## **1. GENERAL INFORMATION**

**Issue Date:** June 12, 2025

**Due Date for Submissions:** June 26, 2025, by 3:00 pm

**Project Start Date (Anticipated):** July 14, 2025

**Project Completion:** Within 45 calendar days of Notice to Proceed

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## **2. INTRODUCTION AND BACKGROUND**

The Town of Hardwick, in coordination with the Vermont Department of Public Safety and through the FEMA Hazard Mitigation Grant Program (HMGP), is soliciting **Statements of Qualifications (SOQ)** from experienced and qualified contractors for the demolition and site stabilization of a flood-damaged residential structure located at **41 Brush Street, Hardwick, VT**.

This project is federally funded and is subject to all federal and state grant requirements, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), and all applicable FEMA guidelines and regulations.

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## **3. PROJECT OVERVIEW**

The scope of work includes, but is not limited to:

- Complete demolition and lawful disposal of the residential structure and any accessory structures.
  - Abatement of asbestos-containing and hazardous materials in accordance with Vermont Department of Health and EPA regulations.
  - Removal or decommissioning of all utilities (septic, well, fuel tanks, electric, etc.) in accordance with Vermont Environmental Protection Rules.
  - Grading and stabilization of the parcel, including restoration with seed and mulch.
  - Compliance with all applicable permit, environmental, and safety requirements.
  - Coordination with the Town and State agencies for any required inspections or notices (e.g., Dig Safe, VTDEC, Stream Alteration permits if applicable).
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## 4. COMPLIANCE AND CONTRACTING REQUIREMENTS

Contractors must comply with all applicable FEMA and State regulations, including:

- **Procurement Compliance:** All services must follow the competitive procurement standards outlined in 2 CFR §200.318 – §200.326.
  - **Equal Opportunity:** Minority- and women-owned businesses and Section 3 contractors are encouraged to respond.
  - **Davis-Bacon Act:** Not applicable for this demolition project unless otherwise stated in the grant agreement.
  - **Conflict of Interest:** Respondents must disclose any potential conflict of interest in their submission.
  - **Debarment Certification:** Contractors and subcontractors must not be debarred or suspended from participating in federally funded contracts.
  - **Unique Entity Identifier:** It is preferred that contractors are registered with SAM.gov and have a Unique Entity Identifier (UEI).
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## 5. SUBMISSION REQUIREMENTS

Qualified firms must submit the following:

1. **Cover Letter** – Expressing interest and understanding of the project.
2. **Firm Qualifications** – Overview of relevant experience with federally funded residential demolitions.
3. **Project Team** – Names, roles, and qualifications of key personnel and subcontractors.
4. **Past Performance** – Contact information for three references from similar projects (preferably FEMA-funded demolitions).
5. **Proof of Insurance** – Minimum requirements:
  - General Liability: \$1,000,000 per occurrence
  - Workers' Compensation (as required by law)
  - Auto Liability: \$1,000,000 combined single limit
  - The Town of Hardwick must be listed as an additional insured.
6. **Licensing and Certifications** – Proof of any required licenses (e.g., asbestos abatement, septic, etc.).
7. **Completed Cost Estimate Form** – Lump sum cost estimate (Attachment A).
8. **Completed Demolition Options Checklist** – (Attachment B) Indicating approach to septic, wells, fuel tanks, foundation removal, etc.
9. **Health & Safety Plan Summary** – Brief outline of how worker and site safety will be managed.

Failure to submit all items may result in disqualification.

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## 6. SELECTION CRITERIA

Submissions will be evaluated using the following criteria:

- Relevant qualifications and experience with FEMA/state demolition projects
- Demonstrated technical ability and past performance
- Proposed approach to compliance, safety, and site management
- Cost reasonableness of lump sum bid
- Completeness and clarity of submission

The Town reserves the right to reject any or all responses, request additional information, or select the contractor that is in the best interest of the project.

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## 7. SUBMISSION INSTRUCTIONS

### **Electronic Submissions Preferred**

Email PDF submissions to:

[zoning.administrator@hardwickvt.gov](mailto:zoning.administrator@hardwickvt.gov)

Subject: *RFQ – 41 Brush Street Demolition*

### **Physical Submissions (Optional):**

Town of Hardwick

Attn: Zoning & Floodplain Administrator

PO Box 523

20 Church Street

Hardwick, VT 05843

All submissions must be received no later than **3:00 pm on June 26, 2025**.

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## 8. OPTIONAL PRE-BID SITE VISIT

An optional site visit can be scheduled by appointment.

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## 9 CONTACT

For questions or to request a site visit, contact:

**Kristen Leahy**

Zoning & Floodplain Administrator

□ [zoning.administrator@hardwickvt.gov](mailto:zoning.administrator@hardwickvt.gov)

# Attachment A: Bid Form

**Demolition and Site Stabilization – 41 Brush Street, Hardwick, Vermont**

**Contractor Name:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_

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## Lump Sum Cost Estimate

Scope Item	Cost Estimate (USD)
Site Preparation & Mobilization	\$ _____
Demolition and Removal of Structure	\$ _____
Removal of Foundation/Slabs	\$ _____
Removal of Accessory Structures (e.g., sheds, decks)	\$ _____
Asbestos Abatement (if applicable)	\$ _____
Disposal of Construction Debris	\$ _____
Septic System Abandonment or Removal	\$ _____
Water Well Abandonment	\$ _____
Fuel Tank Removal and Closure (if applicable)	\$ _____
Site Grading and Stabilization	\$ _____
Erosion Control Measures	\$ _____
Permit Coordination and Documentation	\$ _____
Other (please describe): _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>
 <b>Total Lump Sum Bid</b>	 <b>\$ _____</b>

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**Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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# Attachment B: Demolition Options Checklist

## Demolition and Site Stabilization – 41 Brush Street, Hardwick, Vermont

Please check one box for each item to indicate your selected method or approach.

### 1. Structure Removal

- ☐ Entire structure to be removed and disposed of per applicable regulations.
  - ☐ Other (explain): \_\_\_\_\_
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### ~~2. Septic Tank – N/A~~

- ~~☐ Remove and dispose of per Vermont Environmental Protection Rules.~~
  - ~~☐ Puncture, fill with clean sand, and abandon in place.~~
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### 3. Town Sewer and Water Lines

- ☐ Remove entirely.
  - ☐ Leave in place.
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### ~~4. Water Well – N/A~~

- ~~☐ Properly abandoned and sealed below grade in accordance with VT Water Supply Rule.~~
  - ~~☐ Not applicable (no well on site).~~
  - ~~☐ Other (explain): \_\_\_\_\_~~
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### 5. Fuel Tank (if present)

- ☐ Remove and properly close per VTDEC standards, including closure report.
  - ☐ Not applicable.
  - ☐ Other (explain): \_\_\_\_\_
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### 6. Foundation

- ☐ Remove and recycle or dispose of at permitted facility.
- ☐ Break up and bury per VTDEC “Insignificant Waste Management Event” guidelines.
- ☐ Leave stone on-site (explain): \_\_\_\_\_

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**7. Demolition Access & Traffic Control**

- ☐ Contractor will provide necessary access accommodations and traffic control.  
☐ Not applicable.
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**~~8. Salvage Plan (Optional)~~**

- ☐ ~~Salvage proposed (attach manifest/plan).~~  
☐ ~~No salvage intended.~~
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**9. Vegetation Protection**

- ☐ Protective fencing or flagging will be installed to preserve trees and native vegetation outside work zone.  
☐ Not applicable.
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**10. Site Finish Grading & Stabilization**

- ☐ Site to be graded to blend with adjacent landscape, seeded and mulched.  
☐ Other (explain): \_\_\_\_\_
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**Contractor Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_