REQUEST FOR QUALIFICATIONS

Lamoille Riverbank Stabilization
and Flood Mitigation Study –
In Downtown, Hardwick, Vermont

Issued: March 12, 2026
Submission Deadline: April 9, 2026

Prepared by the Town of Hardwick, PO Box 523, Hardwick VT 05843

1. Introduction

The Town of Hardwick, Vermont, invites qualified consulting firms to submit Statements of Qualifications for professional engineering and planning services related to a Lamoille Riverbank stabilization and flood mitigation study in downtown Hardwick.

The selected consultant will conduct an engineering scoping study and conceptual design process to identify feasible structural and nature-based solutions to reduce flood risk, stabilize riverbanks, and improve long-term community resilience.

The geographic focus of this study extends along the Lamoille River from the former Inn by the River property downstream to the Cottage Street Bridge, located upstream of the Cooper Brook confluence.

This planning project is supported by a US Department of Housing and Urban Development (HUD), Community Development Block Grant – Disaster Recovery (CDBG-DR) award in the amount of $250,000.

2. Project Background

Downtown Hardwick has experienced repeated flooding and riverbank erosion associated with major storm events, including three federally declared disasters in recent years. Bank instability, failing retaining structures, and limited floodplain capacity have increased risks to nearby buildings, public infrastructure, and downstream areas.

The Town seeks to proactively address these challenges through a comprehensive engineering assessment and planning effort focused on sustainable, cost-effective, and community-supported solutions.

Recent monitoring and field measurements indicate that the active river channel within the project area has widened from approximately 48 feet to approximately 65 feet over the past two years. This rate of channel migration reflects significant system instability and underscores the need for coordinated technically sound stabilization and restoration strategies.

This rapid widening is associated with increased bank erosion, sediment mobilization, and altered flow patterns. These changes can amplify flood velocities, reduce effective floodplain storage capacity, and place additional stress on downstream channels and infrastructure. Without careful, system-based intervention, localized stabilization efforts may transfer erosion and flood impacts to adjacent properties or downstream reaches. This project is intended to evaluate these dynamics comprehensively and develop solutions that improve stability while minimizing unintended consequences.

The project corridor is currently undergoing active change as part of multiple coordinated flood mitigation and resilience initiatives. The Town has acquired and demolished the former Inn by the River property. Mitigation and stabilization planning is underway for that parcel. Additional stabilization work is being designed and funded in the areas of the Buffalo Mountain Market (Co-op) and Brush Street. Several damaged retaining walls along the corridor have been identified for repair.

Two residential properties on Brush Street have been acquired through voluntary buyouts and are scheduled for demolition. An additional historic structure is currently participating in the buyout program but has not yet committed to demolition. A new pedestrian bridge is being installed within the project area. A retaining wall damaged during the July 2023 flood event is currently being repaired (March 2026).

Updated river and hydraulic modeling has been completed for this segment of the Lamoille River and will inform this study and any future design phases.

The Town recognizes that river stabilization and flood mitigation in this corridor will require a phased, adaptive approach. The primary objective of this effort is to ensure that proposed interventions do not create unintended negative impacts to adjacent properties, infrastructure, or downstream areas. The Town is committed to solutions that improve overall system stability and do not shift flood or erosion impacts to neighboring properties or downstream areas.

This study is intended to complement, not duplicate, other ongoing and planned resilience and infrastructure projects in the corridor.

3. Project Objectives

The objectives of this project are to:

- Assess existing riverbanks, floodplain conditions, and infrastructure vulnerabilities
- Identify causes and risks associated with erosion, channel migration, and flooding
- Evaluate structural and nature-based mitigation strategies
- Develop conceptual stabilization and restoration designs
- Engage community members and stakeholders
- Provide the Town with an actionable, phased implementation framework

4. Project Description and Scope of Services

This project entails an engineering scoping study focused on stabilizing the banks of the Lamoille River and mitigating flood impacts in downtown Hardwick. Ongoing bank erosion and channel migration threaten adjacent buildings, infrastructure, and floodplain functions and increase the risk of debris and structural failures contributing to downstream flooding.

Stabilization and restoration measures developed through this study are intended to reduce erosion, improve channel and floodplain stability, and prevent further loss of structures and infrastructure into the river system. Anticipated solutions may include repair or replacement of failed retaining walls, reinforcement of vulnerable banks, floodplain restoration and expansion, and the establishment of riparian buffers.

The consultant shall evaluate a full range of structural and nature-based alternatives and is not limited to the strategies described herein.

This project is limited to engineering analysis, conceptual design, and implementation planning. Construction activities are not included in this scope and would require separate procurement, environmental review, and funding approvals, as applicable.

The project will be completed in two phases.

Phase 1: Site Assessment and Analysis

The selected consultant shall:

- Conduct detailed topographic and boundary surveys to document riverbank, floodplain, and infrastructure conditions
- Collect and analyze hydrologic and hydraulic data to evaluate flood risks, flow patterns, sediment transport, and erosion processes
- Review historical flood data, prior studies, and updated river modeling
- Identify critical areas for stabilization and restoration based on floodplain function, erosion risk, and infrastructure vulnerability
- Evaluate the condition and performance of existing retaining walls, floodwalls, and related structures
- Coordinate with Town staff, regulatory agencies, property owners, and other stakeholders
- Provide technical information and documentation necessary to support environmental review requirements under 24 CFR Part 58, as applicable

Phase 1 shall result in a technical memorandum summarizing existing conditions, identified risks, and preliminary stabilization and restoration opportunities.

Phase 2: Planning and Design

The selected consultant shall:

- Prepare a comprehensive riverbank stabilization and flood mitigation plan incorporating structural and nature-based solutions
- Develop conceptual designs for priority sites, including riparian buffer establishment, retaining wall rehabilitation, and floodplain enhancement

- Select appropriate native plant species and erosion control materials suited to site conditions and long-term maintenance considerations
- Develop flood risk reduction models reflecting proposed stabilization and restoration measures
- Prepare and present alternative design approaches for Town review and evaluation
- Facilitate public meetings and educational workshops
- Prepare preliminary cost estimates and implementation schedules
- Develop a phased implementation plan outlining priorities, sequencing, permitting pathways, and potential funding sources

Phase 2 shall result in conceptual design materials, supporting technical analyses, cost estimates, and a draft implementation strategy.

Town Review and Decision-Making

Throughout both phases, the consultant shall support Town-led evaluation of alternatives and refine recommendations based on Town feedback.

5. Town Coordination and Project Management

The consultant shall:

- Participate in regular coordination meetings
- Provide written progress updates
- Incorporate Town feedback into analyses and recommendations
- Support coordination with regulatory agencies and funding partners
- Assist the Town in evaluating and selecting preferred alternatives
- Assist the Town with a public presentation at the end of the process

6. Final Deliverables

At project completion, the consultant shall provide:

- A comprehensive engineering scoping report
- Conceptual design package for priority sites
- Flood modeling documentation and supporting technical memoranda
- Phased implementation and funding strategy
- Materials suitable for public presentation

7. Available Funding

The Town of Hardwick has been awarded $250,000 in Community Development Block Grant – Disaster Recovery (CDBG-DR) funding for this project.

A portion of the award will be allocated to required federal compliance activities, including reporting and audit-related requirements, as well as Town administrative and project management costs.

The consultant contract amount shall be consistent with the approved CDBG-DR project budget and subject to grant agreement requirements.

The final scope of work, schedule, and budget will be established through contract negotiation and shall comply with all applicable CDBG-DR program requirements.

8. Submission Requirements

All responses shall include:

1. Cover Letter

- Expression of interest
- Identification of lead firm and project manager
- Primary contact information

2. Statement of Qualifications and Staffing

- Firm background and experience
- Project team and roles
- Resumes of key personnel

3. Relevant Project Experience

- Description of similar projects (last 10 years)
- Minimum of three professional references

9. Submission Instructions

Submit:

- One (1) digital PDF copy

By: April 9, 2026 at 3 pm

To: Town of Hardwick
David Upson, Jr., Town Manager, 802-472-6120

david.upson@hardwickvt.gov

The Town welcomes inquiries and is available to discuss the project scope. Interested firms are encouraged to contact the Town Manager or the Resilience and Adaptation Coordinator (Kristen Leahy, zoning.administrator@hardwickvt.gov, 802-472-1686) with questions. Site visits may be arranged upon request.

10. Selection Process

Qualifications will be reviewed by a Town-appointed selection committee.

The Town anticipates selecting a short list of qualified firms based on submitted Statements of Qualifications. Shortlisted firms may be invited to interview and may be asked to provide additional scope or cost information prior to final selection.

The Town may reject any or all submissions.

11. Evaluation Criteria

Submissions will be evaluated based on:

1. Consultant Qualifications – 80%
    - Relevant experience
    - Technical expertise
    - Municipal project experience
    - Public engagement experience
    - Capacity and availability
2. Quality of Submission – 20%
    - Organization
    - Completeness
    - Clarity

12. Anticipated Schedule

RFQ Issued: March 12, 2026

Qualifications Due: April 9, 2026 by 3 pm
Shortlist Notification: April 17, 2026
Interviews (if needed): April 24, 2026
Consultant Selection: May 8, 2026
Project Start: May 15, 2026

13. Selection and Compliance

The selected consultant shall comply with all applicable municipal, state, and federal requirements, including CDBG-DR regulations, 2 CFR Part 200, HUD guidance, ACCD grant requirements, environmental review procedures, procurement standards, and recordkeeping requirements.

The selected vendor must be registered in the System for Award Management (SAM) at sam.gov, maintain an active registration for the duration of the contract, and provide its Unique Entity Identifier (UEI). By submitting a proposal, the vendor certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions by any federal department or agency, and agrees to notify the Town immediately of any change in status. The Town reserves the right to verify SAM registration and suspension/debarment status prior to award in accordance with 2 CFR Part 200.214, and failure to meet these requirements may result in rejection of the proposal or termination of any resulting contract.