

Town of Hardwick, Vermont

Request for Proposals (RFP)

Owner's Representative / Construction Manager

Utility Elevation Assistance Program

Issue Date: July 16, 2026

Proposal Due Date: Monday, August 10, 2026, 3:00 PM

Introduction

The Town of Hardwick is seeking proposals from qualified firms or individuals to provide Owner's Representative/Construction Management services for the Town's Utility Elevation Assistance Program.

The program will assist approximately eleven residential properties by elevating or relocating critical building utilities above the Base Flood Elevation to reduce future flood damage and improve post-disaster recovery. Improvements may include electrical equipment, heating systems, hot water heaters, fuel tanks, plumbing, and related building systems.

The selected consultant will represent the Town throughout project implementation by coordinating construction activities, monitoring progress, and helping ensure the work is completed in accordance with project requirements.

Project Background

The Utility Elevation Program is funded through the State of Vermont Community Resilience and Disaster Mitigation Fund (CRDMF). The Town of Hardwick will administer the project, including homeowner coordination, grant administration, permitting, floodplain compliance, environmental and historic preservation compliance, and coordination with state agencies and other project partners.

The Owner's Representative/Construction Manager will provide construction oversight throughout project implementation.

Funding Source

This project is funded through the State of Vermont Community Resilience and Disaster Mitigation Fund (CRDMF). The selected consultant will be required to comply with all applicable federal and state

laws, regulations, grant requirements, procurement standards, and contract provisions associated with this funding.

Scope of Services

- Represent the Town during construction.
- Coordinate contractors and subcontractors.
- Develop and maintain construction schedules.
- Conduct routine site visits.
- Monitor construction progress and document completed work.
- Coordinate inspections.
- Review contractor payment requests and recommend approval.
- Assist in resolving field issues and scheduling conflicts.
- Verify work is completed in accordance with project specifications, applicable building codes, and grant requirements.
- Maintain construction documentation.
- Track punch-list items through completion.
- Assist with project closeout.

The Town will retain responsibility for:

- Homeowner outreach and communication.
- Grant administration and financial reporting.
- Coordination with state and federal agencies.
- Floodplain, zoning, and local permitting.
- Environmental and historic preservation compliance.
- Overall program management.

The anticipated level of effort is approximately 300 hours over the course of the project.

Minimum Qualifications

- Construction management or owner's representation.
- Residential rehabilitation, mitigation, or similar construction projects.
- Contractor coordination.
- Public-sector or grant-funded construction projects.
- Residential building codes and construction practices.
- Construction administration and documentation.

Experience with flood mitigation, hazard mitigation, or federally/state-funded resilience projects is preferred.

Proposal Requirements

1. Cover letter.
2. Description of the firm's qualifications and relevant experience.
3. Resumes of key personnel assigned to the project.
4. Description of the firm's approach.
5. Three references from similar projects.
6. Proposed hourly rates and estimated total cost.
7. Proposed project schedule and availability.

Evaluation Criteria

- Qualifications and relevant experience.
- Understanding of the project and proposed approach.
- Experience with residential construction management.
- Experience with grant-funded or public-sector projects.
- Ability to comply with applicable CRDMF funding requirements.
- Availability and capacity.
- Cost.

The Town reserves the right to interview selected firms prior to making a final selection.

Project Schedule

Milestone	Date
RFP Issued	July 16, 2026
Proposal Due	August 10, 2026 – 3:00 PM
Consultant Selection	August 2026
Contract Execution	August/September 2026

Submission

Submit proposals electronically in PDF format to:

Kristen Leahy
Resilience & Adaptation Coordinator
Town of Hardwick
zoning.administrator@hardwickvt.gov

Proposals must be received no later than 3:00 PM on Monday, August 10, 2026.

Equal Opportunity

The Town of Hardwick is an Equal Opportunity Employer and encourages proposals from qualified small businesses, minority-owned businesses, women-owned businesses, veteran-owned businesses, and disadvantaged business enterprises.

The Town will take affirmative steps to assure that small businesses, minority-owned businesses, women's business enterprises, and labor surplus area firms are used whenever possible, consistent with applicable state and federal procurement requirements.

The Town does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected status in the award and administration of contracts.

Reservation of Rights

The Town of Hardwick reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarification or additional information from proposers, negotiate the scope of services and fee with the selected proposer, reissue this Request for Proposals if deemed necessary, or cancel the solicitation at any time if it is determined to be in the best interest of the Town.

The Town also reserves the right to negotiate with the sole qualified proposer should only one responsive proposal be received.

Questions? Kristen Leahy, zoning.administrator@hardwickvt.gov or (802) 472-1686.