

**Request for Proposals  
Design Engineering Services  
Town of Starksboro, Vermont**

**Date Issued: March 9, 2026**

**Date Due: April 9, 2026 4:30pm**

**Contact person:**

Amanda Vincent, Town Administrator  
802-578-0501  
amanda@starksborovt.org

All questions related to this Request for Proposal (RFP) shall be addressed to the Contact Person listed above no later than 5 business days prior to the Date Due above.

**I. INTRODUCTION**

The **Town of Starksboro** is requesting proposals from qualified engineering firms to provide design engineering services for the replacement of two damaged transportation structures located on separate roads within the Town. The projects are funded in part by the **Federal Emergency Management Agency (FEMA)**, the **Vermont Emergency Relief and Assistance Fund**, and the Town of Starksboro.

Both projects are listed on the Town's FEMA Damage Inventory for DR-4810 (July 2024 flooding event) and may be eligible for additional hazard mitigation funding.

The selected consultant will be responsible for providing professional engineering services necessary to advance both projects through design, permitting, and preparation of construction-ready bid documents, in compliance with all applicable federal, state, and local requirements.

The project is managed locally by Amanda Vincent, Town Administrator. The Owner of the project is the Town of Starksboro, and ultimate authority for the Design Engineering Consultant rests with the Starksboro Selectboard, acting through the Town Administrator.

**II. PROJECT DESCRIPTIONS**

**A. Bridge #7 – Brown Hill East Road**

44°14'53.5"N, 72°58'27.1"W

Bridge #7 is a half culvert/bridge located on a Class 4 road. The structure sustained significant damage during the July 2024 flooding event. FEMA Consolidated Resource Center (CRC)

completed a repair-versus-replacement analysis (the “50% Rule”), which determined that the structure is eligible for full replacement.

The Town of Starksboro anticipates pursuing FEMA Hazard Mitigation funding to ensure the crossing is replaced in a resilient and hydraulically appropriate manner. At the time of issuance of this RFP, the Town of Starksboro is awaiting the results of a Hydrology and Hydraulics (H&H) study for this site.

The design must account for hydraulic capacity, long-term resilience, and mitigation opportunities where feasible.



## **B. Ireland Road Culvert Replacement**

44.197128, -73.026820

The Ireland Road culvert serves approximately 95 residences and is located within a designated blue line stream under the jurisdiction of the **Vermont Agency of Natural Resources**.

The existing structure is a steel boiler pipe culvert that sustained severe structural damage during the July 2024 flooding event:

- The inlet, approximately 20 feet below the road surface, was crushed and deformed by high-flow water and debris.
- The outlet, approximately 30 feet below the road surface, was undermined by approximately one-half of its length.
- The lower section of pipe was bent and distorted due to scour and hydraulic forces.

- Rip rap armoring at the inlet, outlet, and adjacent ditch lines was washed downstream. Some material was reclaimed for temporary stabilization.

Emergency repairs were completed to restore passable roadway conditions and reestablish access to the 95 residences; however, these repairs are temporary and do not constitute permanent restoration.

The culvert is proposed to be replaced in-kind with a new corrugated metal pipe (CMP) of the same size. The project will include:

- Removal and disposal of the damaged pipe
- Installation of a new CMP
- Restoration of proper bedding and backfill
- Stabilization of inlet and outlet areas
- Replacement of displaced rip rap
- Compliance with all applicable environmental permitting requirements
- Ensuring at least one lane open at all times.

Because the culvert is located within a blue line stream, all necessary local, state, and federal permits will be required. A November 2025 VTrans Hydraulics Memorandum and two responses from the Vermont Agency of Natural Resources are attached to this RFP for reference.

### **III. SCOPE OF SERVICES**

The selected consultant will be expected to provide professional engineering services including, but not limited to:

- Project kickoff and coordination meetings
- Site review and data collection
- Hydraulic and structural analysis (as required)
- Development of alternatives (where applicable)
- Final design plans, details, and technical specifications
- Preparation of engineer's opinion of probable construction costs
- Assistance with environmental permitting and regulatory coordination
- Preparation of construction bid documents
- Assistance during bidding
- Construction phase engineering support (if authorized by amendment)

All work shall comply with FEMA Public Assistance requirements, applicable State of Vermont standards, and local regulations.

**Project Completion:** July 31st, 2026

## IV. Proposal Content & Submission Requirements

Engineering services for these projects will be procured through a sealed proposal process in accordance with the **Town of Starksboro** Purchasing Policy (July 16, 2024).

### A. Proposal Submission

Proposals may be submitted in one of the following formats:

#### 1. Hard Copy Submission

- Submitted in a sealed envelope
- Addressed to the Town in care of the Selectboard
- Clearly marked with the name of the bid and the time of bid opening

**OR**

#### 2. Electronic Submission

- Proposals shall be submitted via email to:  
Amanda Vincent, Town Administrator  
amanda@starksborovt.org
- Proposals must be received no later than **4:30 PM on April 9, 2026**.
- A separate email containing the fee and cost proposal must be submitted to the same email address with the subject line:  
**“[Name of Firm] Sealed Fee Schedule.”**
- Fee proposals will remain unopened until completion of the technical proposal review.

All proposals will be date-stamped upon receipt. Proposals may be withdrawn in writing prior to the submission deadline. Late submissions will not be considered and, if applicable, will be returned unopened.

Submission of a proposal certifies that it is made in good faith, without fraud or collusion, and that the proposer is acting independently.

### B. Proposal Opening

All timely received proposals will be publicly opened and acknowledged by the Selectboard at its April 21 meeting. The opening will include the name and address of each proposer. Fee proposals will be opened only after technical evaluations are completed.

### **C. Criteria for Selection**

In evaluating proposals, the Selectboard will consider:

- Price
- Ability to meet project schedule requirements
- Experience and reputation, including past performance with the Town
- Quality of proposed services
- Ability to meet insurance and bonding requirements
- Financial responsibility
- Availability to provide ongoing support, if needed
- Acceptability of contract terms
- Compliance with applicable wage determination requirements (if applicable)
- Any other factors the Selectboard determines to be relevant to the project

### **IV. Rights Reserved**

The Selectboard reserves the right, at its sole discretion, to:

- Reject any and all bids, in whole or in part
- Waive informalities or irregularities
- Accept any bid, even if not the lowest
- Call for rebids
- Negotiate with any bidder
- Make an award deemed to best serve the Town's interests

The Selectboard further reserves the right to investigate the financial condition of any bidder to determine their ability to perform the contract.

The Town of Starksboro looks forward to receiving proposals from qualified engineering firms with demonstrated experience in FEMA-funded infrastructure replacement, hydraulic design, and municipal project delivery.