



**Black Falls Road Culvert, Montgomery, VT
Northwest STP NRPC(1)**

**Request for Qualifications
Design Engineering Services
Northwest Regional Planning Commission, Vermont**

Date Issued: August 13, 2026

Date Due: September 8, 2026 5:00 p.m.

Contact person: Lorna Peters, Water Resources Planner, LPeters@nrpcvt.com. All questions related to this Request for Qualifications shall be addressed, in writing, to this individual no later than August 31, 2026.

I. INTRODUCTION

Northwest Regional Planning Commission (NRPC) is requesting Statements of Qualifications (SOQ)s from engineering firms (Consultants) for engineering services for the Black Falls Culvert in the Town of Montgomery, VT. NRPC is seeking a Consultant with expertise in designing, engineering, permitting and design related services during construction. The procurement process for selection of the Consultant will be a Qualifications Based Selection (QBS). We are not seeking a detailed scope of work or cost proposal at this time. The successful Consultants will be selected based upon their demonstrated ability to provide the highest qualified team to achieve the goals of the project through their SOQ and possible interview with the selection committee.

Project development must follow the VTrans Municipal Assistance Section (MAS) process. Questions related to the MAS project development process can be answered by the VTrans Project Manager Ande DeForge, Municipal Assistance Section, by phone at 802-595-6657 or email atande.deforge@vermont.gov.

II. PROJECT REQUIREMENTS

All work will be accomplished in accordance with the following:

- MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website <https://vtrans.vermont.gov/highway/local-projects>).
- MAS Project Development Process flow chart (found on the VTrans MAS website).
- Specifications for Contractor Services (found on the VTrans MAS website).

III. PROJECT DESCRIPTION

The purpose of the Black Falls Road culvert project is to complete necessary design and engineering work to remove and replace an undersized corrugated steel culvert 6' x 60' on Black Falls Road in Montgomery, VT, a class 3 gravel town highway. Partial design and engineering has been completed for a 6' x 8.5' precast concrete box culvert. NRPC will work with the selected consultant to develop a scope of work to complete remaining phases of the design, engineering and permitting. NRPC may elect to utilize the selected consultant for design related services during construction.

IV. QUALIFICATIONS BASED SELECTION PROCESS (QBS)

Design Engineering services for this project will be procured through a qualifications-based selection process (QBS) as determined by the Brooks Act (Public Law 92-582). This Request for Qualifications (RFQ) is a solicitation for a Statement of Qualifications (SOQ) from qualified firms. **We are not seeking a scope of work or cost proposal at this time.**

V. SUBMISSION REQUIREMENTS

Please furnish one electronic copy of the Statement of Qualifications with pages numbered consecutively.

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's qualifications to perform planning, permitting, designing and engineering services for the Black Falls culvert. SOQ's should include the proposed project team, technical abilities, 2-4 examples of previous projects, names and contact information for up to 3 references, and any other information that you consider important. SOQ's should also include provisions for the archeological and historic review components of the project and qualifications of all proposed sub-consultants.

We are not seeking a detailed scope of work or cost proposal at this time.

The cost of preparing, submitting and presenting is the sole expense of the firm. NRPC reserves the right to reject any and all Statements of Qualification received as a result of this solicitation or to cancel this RFQ in part or in its entirety if it is in the best interests of the NRPC. This Request for Qualifications in no way obligates NRPC to award a contract.

VI. SELECTION

The Selection Committee includes three NRPC staff members. The Selection Committee will make a recommendation to the MAS Project Supervisor / Manager and the NRPC Executive Director to award a contract.

The selection committee will review and evaluate all Statements of Qualifications based on the

following criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Familiarity with the MAS Project Development Process	3	5	15
Knowledge of the Project Area	2	5	10
Availability of Technical Disciplines	4	5	20
Qualifications / Experience of Proposed Staff	2	5	10
Ability to Meet Schedules & Budgets	2	5	10
Past Performance on Similar Projects	5	5	25
Knowledge of Federal and State Standards and Policies	2	5	10
TOTAL			100

Interviews with selected consultants may begin shortly afterward and the selection of the most qualified firm and negotiations with that firm is anticipated to conclude sometime in September or October 2026. An anticipated start date for the project would be no later than November 2, 2026 Notification to all responding firms of the selection will follow immediately upon the decision of the NRPC.

The Committee will review and evaluate each statement of qualifications, based on the criteria above. Interviews with each firm can be held if it is deemed necessary by NRPC in order to choose the highest qualified firm. Firms will then be ranked accordingly. NRPC will enter scope of work and cost negotiations with the top ranked firm. If negotiations are unsuccessful, NRPC will move onto the 2nd ranked consultant, and so on. Please note, if negotiations fail and NRPC moves onto the next consultant, NRPC may not return to negotiations with the previous consultant.

VII. SUBMISSIONS

Consultants interested in this project should submit their qualifications to the contact name and email address indicated above.

Submit as an electronic submission via e-mail clearly identified as an SOQ, including the project name. Please inform the Contact Person prior to submission to avoid proposal being relegated to their spam or junk email files.

Statements of Qualifications and/or modifications received after the date and time due will not be accepted or reviewed.

The Statement of Qualifications, upon submission, becomes the property of NRPC. The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. NRPC reserves the right to reject the Statement of Qualifications received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as in the best interest of NRPC. This solicitation in no way obligates NRPC to award a contract.

VIII. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in any resulting Request for Proposal. It is expected that the consultant will make good faith efforts to solicit DBE sub-consultants.

If the award of the contract aggrieves any firms, they may appeal in writing to Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, VT 05478. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the NRPC is final.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the NRPC.