

Town of Brookline, Vermont Request for Proposals (RFP)
Engineering Design Services – Grassy Brook Road Culvert

1. Introduction

The Town of Brookline is seeking proposals from qualified engineering firms to provide professional services for the design of a culvert replacement. The culvert is currently funded for engineering services through a VTrans Structure Grant.

The selected firm will be expected to deliver a cost-effective design that aligns with the recommendations of the provided Hydrologic and Hydraulic (H&H) study.

2. Project Background

The culvert is located on:

- **Grassy Brook Road (TH-10)** over Grassy Brook (43.051395, -72.59101)
- Existing structure: 24 ft long, 74”x 120” corrugated metal pipe (CMP)
- New structure will meet the requirements specified in the H&H study and in accordance with ANR specifications

3. Scope of Services

The selected firm will be expected to:

- Conduct site visit and field assessment
- Review the H&H study and design replacement culverts, including associated headwalls, road base, and surface restoration, in accordance with study recommendations, and design temporary bypass to avoid total road closure
- Prepare construction-ready plans and specifications
- Provide cost estimates
- Identify applicable codes, standards, and permitting requirements

Deliverables:

- Site assessment reports
- Design drawings and specifications for the culvert
- Cost estimates for construction
- Summary of permitting and regulatory requirement
- Bid documents for structure construction
- Deliverables must be completed to allow construction of structure in 2027

4. Proposal Requirements

Firms should submit:

- Cover letter and firm profile
- Relevant experience with culvert design and VTrans-funded projects

- Resumes of key personnel
- A composite schedule, including all prime and subconsultant work, specific activities and tasks to be performed, individual(s) and/or subconsultants to be involved, and an estimate of hours associated with each.
- A cost proposal including anticipated costs of delivery, phone, travel, photocopies, etc. A combination of hourly and/or lump sum quotes may be submitted. Include the hourly rates of involved personnel in the event that further services beyond, or adjustments to, the final project scope of work is desired.
 - Provide in the cost proposal a composite schedule by tasks that corresponds with the deliverables above, including direct labor hours, direct labor cost per class of labor, and total cost of each task. The prime and each subconsultant will be included in the composite schedule.
- References from comparable municipal clients

A contract, if awarded, will be based upon hourly rates or lump sum and an agreed final scope of work.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Experience with similar projects
- Qualifications of assigned personnel
- Understanding of project goals
- Proposed approach and timeline
- Cost-effectiveness
- References and past performance

6. Pre-Bid Meeting

Proposers will be responsible for making themselves familiar with the project area and details. However, a pre-bid meeting will also be held on **Tuesday, October 27, 2026, 9:00 a.m.**, at the site on Grassy Brook Road.

7. Submission Instructions

Proposals must be submitted by **November 18, 2026:**

BY MAIL:

Town of Brookline Town Office
PO Box 403
Brookline, VT 05345

BY EMAIL:

brook763@comcast.net

For further information call E. Mark Bills - Highway Supervisor:

Email: emarkbills.brooklinevt@gmail.com

Phone: 802 258 1389

- Timeline
 - RFP Issued: October 8, 2026
 - Proposals Due: November 18, 2026
 - Selection: December 2, 2026
- Additional Information
 - The Town reserves the right to reject any or all proposals, negotiate scope and fees, and award the contract in the best interest of the Town.