

Request for Proposals (RFP) for
Engineering Services for the Barre Residential Elevation Program

17 Vine Street • 114 River Street • 22 Berlin Street

The City of Barre is soliciting proposals from qualified engineering firms to provide professional engineering services for the elevation of three existing residential structures above flood elevation per Special Flood Hazard Areas (SFHA). The selected firm will provide the engineering, coordination, and support necessary to facilitate permitting, design, construction, and project completion in compliance with all applicable federal, state, and local regulations and Codes.

1. PROJECT BACKGROUND

The purpose of this project is to reduce future flood risk by elevating the identified residential structures above the applicable Base Flood Elevation (BFE) in accordance with:

- FEMA floodplain management requirements
- National Flood Insurance Program (NFIP) requirements
- Applicable Vermont buildings codes
- Local flood hazard regulations
- Applicable state and federal permitting requirements

The City intends to complete the project between 2026 and 2027.

2. PROJECT OBJECTIVES

The primary objectives of this project are to:

- Develop elevation design plans for three residential structures
- Ensure compliance with FEMA and local floodplain requirements
- Coordinate with structural and civil engineers as required
- Support permitting and regulatory approvals
- Provide construction administration support during implementation
- Support successful project completion and closeout

3. SCOPE OF SERVICES

The selected consultant shall provide professional engineering services necessary to complete the project, including, but not limited to, the following:

Task 1: Surveying Services

- Perform topographic survey of the properties.
- Locate existing structures, utilities, and relevant site features.

- Establish existing finished floor elevations and site grades.
- Prepare survey documents suitable for engineering design and permitting.

Task 2: Civil Engineering

- Evaluate the existing conditions.
- Provide design for any code required modifications to the site and site features (tank tie downs...)

Task 3: Structural Engineering

- Evaluate existing conditions.
- Develop a structural design for elevating the residence above the required flood elevation.
- Design new or modified foundation systems, piers, columns, walls, footings, anchorage, and structural connections as required.
- Assist in the design of temporary structural support requirements for house lifting operations.
- Prepare construction drawings.
- Coordinate structural design with architectural and utility requirements.

Task 4: Mechanical / Electrical / Plumbing (MEP) Engineering

- Evaluate existing MEP services and systems.
- Design modifications required to accommodate the elevated structure.
- Coordinate relocation or extension of electrical service equipment, panels, grounding systems, and utility connections.
- Coordinate relocation or replacement of HVAC equipment, ductwork, fuel piping, condensate drainage, and other mechanical systems.
- Prepare MEP plans and specifications suitable for permitting and construction.

Task 5: Code Review and Regulatory Assistance

- Review applicable building codes, floodplain regulations, zoning requirements, and permitting requirements.
- Assist the Owner in responding to plan review comments.

Task 6: Cost Estimating

- Prepare an opinion of probable construction cost based on the completed design.

Task 7: Construction Support

Provide optional services, if requested by the Owner, including:

- Review contractor submittals.
- Respond to Requests for Information (RFIs).
- Review shop drawings.
- Conduct periodic construction site observations.
- Provide engineering support through project completion.
- Perform final inspections.

Task 8: Deliverables

The selected consultant shall provide:

- Survey documents.
- Existing conditions documentation.
- Civil design drawings.
- Structural design drawings.
- MEP design drawings.
- Technical specifications.
- Permit-ready construction documents.
- Engineer's Opinion of Probable Construction Cost.

All deliverables shall be provided in digital PDF format.

4. Tentative Schedule

Milestone	Date
RFP Issued	8/11/26
Mandatory Site Visit	8/14/26, 10 AM 22 Berlin St. start
Questions Due	8/18/26
Proposal Due	8/21/26, 4:00 PM
Consultant Selection	8/26/26
Notice to Proceed	8/28/26
SD Set	10/15/26
DD Set (CM onboard)	11/15/26
CD / Permit Set	12/21/26
Start of Construction	5/1/26
Substantial Completion	9/15/26

5. CONSULTANT QUALIFICATIONS

Firms responding to this RFP should demonstrate:

- Experience with residential engineering design
- Experience with flood mitigation and structure elevation projects
- Familiarity with FEMA floodplain requirements

- Familiarity with Vermont permitting and building code requirements
- Experience coordinating multidisciplinary teams
- Experience supporting publicly funded projects

Preference may be given to firms with prior experience involving:

- FEMA Hazard Mitigation projects
- Floodplain compliance projects
- Residential structure elevation projects in Vermont or New England

6. PROPOSAL REQUIREMENTS

Proposals shall include the following:

A. Cover Letter

Include:

- Firm name
- Primary contact information
- Statement of interest
- Signature of authorized representative

B. Firm Overview

Provide:

- Firm history
- Office location(s)
- Areas of expertise
- Relevant certifications or licenses

C. Relevant Project Experience

Include descriptions of similar projects completed within the last five years. Provide:

- Project descriptions
- Client references
- Project locations
- Role performed
- Construction value (if available)

D. Project Team

Identify:

- Project manager
- Lead engineer
- Key personnel
- Subconsultants (if applicable)

Include resumes or qualifications summaries.

E. Project Approach

Describe:

- Understanding of project goals
- Proposed approach to design and permitting
- Coordination strategy
- Schedule management approach
- Construction administration approach

F. Fee Proposal

Provide:

- Lump sum fee proposal and/or hourly rates
- Estimated reimbursable expenses
- Fee breakdown by task
- Assumptions and exclusions

7. EVALUATION CRITERIA

Proposals may be evaluated based on:

Criteria	Weight
Relevant Experience	30%
Project Team Qualifications	20%
Project Approach	25%
Schedule & Availability	10%
Fee Proposal	15%

The City reserves the right to:

- Reject any or all proposals
- Request additional information
- Conduct interviews
- Negotiate scope and fees
- Waive informalities in the proposal process

8. INSURANCE REQUIREMENTS

The selected consultant shall maintain insurance coverage including:

- General Liability
- Professional Liability
- Workers Compensation
- Automobile Liability

Minimum insurance limits may be established during contract negotiations.

9. CONTRACT REQUIREMENTS

The selected consultant shall enter into an agreement with the City. The agreement may include:

- Federal funding provisions
- Record retention requirements
- Equal opportunity provisions
- Compliance with applicable state and federal regulations
- Indemnification provisions

10. QUESTIONS AND ADDENDA

Questions regarding this RFP shall be submitted in writing to:

- Janet Shatney: PPADirector@barrecity.org

Responses to questions and any addenda shall be issued in writing and provided to all bidders.

11. SUBMISSION REQUIREMENTS

Proposals shall be submitted electronically in PDF format.

Submission instructions:

- Proposal Deadline: August 21, 2026 by 4:00 pm
- Submission email: PPADirector@barrecity.org
- Subject Line: "Engineering Services Proposal – Barre Residential Elevation Program"

Late submissions may not be considered.

12. TERMS AND CONDITIONS

The City reserves the right to:

- Accept or reject any proposal
- Cancel or modify the RFP
- Request clarification from proposers
- Negotiate final scope and fees
- Select the proposal deemed most advantageous to the City

Costs incurred in preparing proposals are the responsibility of the proposer.

13. ATTACHMENTS

The following may be attached to the final RFP package:

- Property location maps
- Existing site photographs
- Floodplain mapping
- Preliminary project schedule
- Sample agreement
- Insurance requirements
- Funding compliance requirements

End of Document