



Central VT Solid Waste Management District

300 Granger Road, Berlin, VT 05641

(802) 229-9383 • CVSWMD.org

Request for Proposals for Civil Engineering Services: Operational Stormwater Permit Renewal

RFP Issue Date: June 15, 2026

Proposals Due: July 15, 2026

Background

Central Vermont Solid Waste Management District (CVSWMD/District) is a union municipal organization created in 1987 “for the purpose of providing for disposal of solid waste generated by member municipalities and their residents,” as set forth in the CVSWMD charter.

CVSWMD serves 19 member municipalities in the central area of Vermont within Washington, Orange, and Caledonia counties. The District’s mission is to provide education, advocacy, and services for residents and businesses in reducing and managing their solid waste in order to protect public health and the environment.

CVSWMD owns the property at 300 Granger Rd., Berlin, VT that is home to the Eco Depot hazardous waste facility and District administrative office.

Purpose of this Request

The purpose of this Request for Proposals (RFP) is to select a highly qualified, capable firm with documented relevant experience to act as Civil Engineer during the operational Stormwater permit renewal. Proposers should be a professional engineer licensed pursuant to 26 V.S.A. Chapter 20 and practicing within the scope of their engineering specialty.

Project Information

CVSWMD operates under an existing, transferred operational stormwater permit from the previous owners of the property. The permit is subject to standard annual inspection and renewal, and five-year renewal requirements. Interested parties should submit a proposal to prepare and submit a permit renewal application in coordination with CVSWMD.

A complete application is comprised of an [eNOI](#), all required attachments (see [Application Materials](#)), and applicable fees. Applications for Individual Stormwater Discharge Permits (INDS) now require the applicant to provide notice of application to adjoining property owners at the time of application and certify this on the application form (NOI).

ENOI: https://anonline.vermont.gov/?formtag=Storm_9050

Application Materials: <https://dec.vermont.gov/operational-stormwater-discharge-permit-application-materials>

The civil engineer will work collaboratively with other professionals and CVSWMD staff and Board members throughout the duration of this project.

The selected civil engineering firm will be engaged in a number of tasks as defined in the Scope of Work below and will, at a minimum, prepare a property existing condition survey, develop site plans, and produce civil engineering related components for permit applications. The engineering firm will be tasked with preparing the required documentation and certifying that the system is working as intended and in compliance with state regulatory requirements. If the existing infrastructure needs improvements to regain compliance, the engineering firm is expected to provide recommendations and plans to perform necessary improvements.

CVSWMD will provide copies of the existing permit and historical records to the selected firm, as well as information on the current site and existing infrastructure, including a site map with infrastructure, elevations, etc. CVSWMD will submit payment and the application through ANR Online, and can provide notice of application to adjacent property owners.

Site Features and Proposed Modifications

The site for the CVSWMD solid waste facility currently contains an office building and a separate depot/warehouse building. The property is a brownfields site from previous contamination, but has since been remediated and is pending a certificate of completion from the state. Stormwater infrastructure is very simple, consisting of a swale leading to a drainage ditch and a roof gutter daylighting to a separate drainage ditch. Impervious surface is approximately 2.5 acres. CVSWMD can provide a recent engineered site plan from renovations completed in 2025 to use as a base map for the permit documents.

CVSWMD has noted some minimal erosion of the parking lot area, and is seeking recommendations on re-grading for the area between the two buildings to better manage stormwater and runoff as part of this project. There appears to be a spring in the drainage ditch that we would like to have investigated as well.

Project Timeline

RFP Submittal: 7/15/26

Contract award: 7/21/26

Site walk and review: 7/29/26

Statement of Compliance: 8/3/2026

Permit Renewal: 8/14/26

NOI Submittal: 10/1/26

Scope of Work

1. Prepare engineering existing condition survey of the site. The survey will indicate elevations (5' contours), existing stormwater infrastructure, property boundaries, recorded and known easements, underground utilities, location of any natural resource features subject to local, state or federal jurisdiction as depicted in ANR Natural Resources Atlas (e.g., wetlands, floodplain, natural communities) and soil types.
2. Review Stormwater permit requirements, determine if any improvements to site are needed. If so, prepare recommended modifications to site grading, erosion control features, etc. in a modified site plan.

3. Perform hydrologic modeling for rainfall events and water features (springs, seeps, etc.)
4. Prepare permit application according to Vermont General Permit 3-9050 Application Requirements for Operational Stormwater Permits.
5. Assemble, review, and document existing permits and prepare permit application package. Work with CVSWMD staff to submit application and certify compliance with permit conditions.
6. Prepare certificate(s) of compliance as needed for permitting

Other requirements

A. Meetings-

1. Attend state and local government, CVSWMD Board, or state agency meetings to support the permit application process as required.
2. Attend meetings to facilitate coordination of site development, assume 2 on-site meetings with additional meetings conducted via video conferencing.

B. Evidence of Insurance

Supply evidence of reasonable and sufficient insurance (in amount of coverage, size of deductible, and strength of insurer) covering:

- a. comprehensive general liability (for loss to persons and property) in an amount of at least \$1,000,000 per event and \$2,000,000 aggregate;
- b. professional liability insurance (errors and omissions); workers compensation covering its staff; cyber risk
- c. insurance in an amount of at least \$1,000,000, and such other insurance (e.g., malpractice coverage, professional liability) as may be reasonable and customary for this project. CVSWMD must also be listed as the named insured on the certificate of insurance (COI), together with the effective date.

C. Licensing

Supply evidence of all licenses, permits, and certificates required under applicable law to provide services and conduct business during the term of the contract. If the Vendor is not a Vermont entity, it must show evidence that it is qualified to do business in the state.

Qualification and submission requirements

Proposals should meet the following standards:

1. Each member of the engineering team should have demonstrated expertise in the work content areas described in the above Scope of Work. Experience should be articulated clearly and succinctly in the RFP submittal.
2. The engineering team need not be local, but must be available to confer at critical junctures with staff, board committees or the full board, either in person, by phone, video conferencing, or other agreed-upon channels of communications. CVSWMD reserves the right to request on-site visits or in-person meetings, when other options are not suitable. Options may be considered for video-conferencing with staff and/or the board, in between personal encounters. Phone conferences with staff or a committee of the board are also possible. We seek to create a sustainable process that avoids environmental pollution and wasteful behaviors such as travel and paper waste.

Please submit the following documents in PDF format as a proposal for consideration:

1. One page – name of consultant and/or team members assigned to this project, main address, telephone, email, website, and brief history of relevant work.
2. Interest statement highlighting:
 - a. General approach to scope of work;
 - b. Direct experience working on municipal land use projects;
 - c. Articulation of interest in this project.
3. Description of work product to be delivered for each element under the scope of work.
4. Total cost estimate and hourly rate sheet for each team member.
5. Documentation that the firm(s) is available to commence contract work for this project no later than July 15, 2026. Proposed timeline for project milestones and deliverables.
6. References (including contact information) with first-hand knowledge of the development teams' performance on similar or relevant projects. Preferably, five professional references.
7. A designated person of contact for all communications related to the RFP process.

Inquiries - Questions regarding this RFP must be submitted in writing via an email to Alexandra Oles, Assistant General Manager, at operations@cvswwmd.org .

Last day for questions is July 10, 2026.

This RFP may only be modified in writing.

No verbal information provided by any member of the staff or board of the CVSWMD shall be considered binding.

Submittal of Materials – Proposals must be submitted to Administration@cvswwmd.org electronically via email with subject line: RFP Stormwater Permit with email delivery date no later than **July 15, 2026, by 4:00 PM**. CVSWMD may extend the time for proposal submittals.

Acknowledgement of receipt – If requested, CVSWMD will acknowledge receipt of materials within 3 business days. If you wish to confirm receipt, please call the office at (802) 229-9383.

Proposal Review: Proposals shall be reviewed by CVSWMD staff and Board members. Materials submitted in response to this RFP will become the property of CVSWMD.

Contract Terms

1. CVSWMD may award a contract based solely on the response to this RFP, or it may award a contract following discussion or negotiations with one or more firms making proposals. CVSWMD may request additional data or material prior to making a contract award. All contracts are subject to review by CVSWMD legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items. CVSWMD reserves the right to reject any and all proposals submitted for any reason and to modify or issue changes to the original RFP. Any changes will be distributed in writing to all those originally issued an RFP. CVSWMD reserves the right to select the proposer(s) which, in the best judgment of the District, will, among other considerations, perform in a timely manner. The District may also negotiate with the proposer(s) to modify or amend certain portions of their respective proposals.

Incomplete submissions of proposals may not be considered.

2. Evaluation Criteria – Each proposal will be evaluated by CVSWMD staff and Board of Supervisors. Criteria for evaluation will include, but not be limited to the following:
 - a. Responsiveness to scope of work and program needs
 - b. Cost effectiveness - quoted prices
 - c. Qualifications and expertise in contracted services
 - d. Documented experience providing services to municipal clients
 - e. Meeting terms and conditions in this RFP
 - f. Completeness of proposal
3. All materials produced as part of the contract will be owned exclusively by CVSWMD.