

**REQUEST FOR QUALIFICATIONS
DESIGN ENGINEERING SERVICES**

June 5, 2026

Essex Upper Main Street Municipal Complex: Request for Engineering Qualifications

Request Basics:

Date of RFQ Issuance: June 5, 2026

RFQ Questions & Intent to Apply Due: 4:30pm, June 17, 2026 via email to Kadams@essex.org

Responses Provided: 4:30PM, June 24, 2026 via email to all intending to apply

Proposals Due: 4:30PM, July 2, 2026 via email to Kadams@essex.org or by mail to Town of Essex, Attn: Deputy Manager Karen Adams, 81 Main Street, Essex, VT 05452

Request Summary:

The Town of Essex is issuing a Request for Qualifications (RFQ) to perform engineering services related to the design of public infrastructure at the Town-owned property at 80-90 Upper Main Street. The Town adopted a Conceptual Master Plan in March of 2025 that identifies the community's vision for the site to include new municipal buildings, recreation opportunities, public spaces, and private development lots intended for housing. The selected consultant will complete all tasks associated with design and permitting bid-ready engineered drawings for all components of public infrastructure identified in Phase 1. See the attached plan. These include all components of roadway, pedestrian, and utility infrastructure including but not limited to roadway design, stormwater collection and treatment, sewer, water, lighting, landscaping, signage, transportation improvements, emergency access, and other design details. The selected firm will be expected to participate in Town-initiated outreach or public input efforts that are planned to continue to inform the translation of conceptual plans into engineering designs. The Town has set the deadline for completion of this work as June 30, 2028.

Background Information:

The Town purchased the property at 80-90 Upper Main Street in 2023 for the purposes of constructing a new Municipal complex, including Town offices, a library, fire station, community center, and recreation spaces. After separation with the now City of Essex Junction, where the Town offices are currently located, the Town Selectboard held a conceptual planning process. After adopting a final conceptual plan for the site in March 2025, the Selectboard asked the community for approval to move forward with design of typical public right-of-way infrastructure onsite. Town Meeting Day results in March 2026 indicated strong voter support for the project, and the Town has been generously awarded a \$500,000 Northern Borders Regional Commission grant to perform this work. More information about the conceptual plan and process can be found at <https://essexvt.gov/UpperMain>, including copies of the Plan and other documents prepared during the purchase of the property: Soils and traffic assessments, extensive natural resource investigations, site maps, and more.

A requirement of awarded grant funding is to utilize the procurement process outlined in federal regulations 2 CFR 200.317-327, and as such the Town is requesting Qualifications from interested firms to perform this work. The work is assumed to take approximately 18-24 months, with a final deadline of June 30, 2028. The selected firm will be expected to heavily participate in public outreach efforts intended to guide continued site design.

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Services to be Provided by Selected Firm:

Interested firms shall be qualified to complete the tasks listed below, which are expected to be necessary to address the project needs. The Town reserves the right to expand or amend this task list at any time prior to execution of a contract with a selected firm.

- Perform LiDAR topographic survey for the entire 30-acre property, and perform detailed topographic survey for the project area shown in black in the attached plan to verify key elevations as it relates to subsequent analyses and tasks noted below. Geotechnical engineering tasks related to the roadway profile would also be limited to within the project area shown in black.
- Existing topographic elevations for the project shall be established using the most recent (2023 or newer) 35cm Digital Elevation Model LiDAR data provided by the Vermont Center for Geographic Information (VCGI). Existing grade contours created using LiDAR data shall be done at 1-foot intervals, and elevations shall be verified by an independent topographic survey at 100' stations along any proposed roadways and as needed across the site. Any discrepancies greater than 0.25' in elevation shall be discussed with the Town of Essex. Property limits shall be determined by a VT Licensed Land Surveyor.
- Take primary responsibility for identification of, pursuit of, and receipt of necessary local, state, and federal permits required.
- Complete any and all necessary archaeological and soil investigation(s) and wetlands delineation for the area shown in red in the attached map. Additional investigations of the project area as may be required under applicable permitting processes for this public infrastructure including but not limited to Act 250, Agency of Transportation, Water & Wastewater Permitting, Stormwater permitting, local permits, and applicable others.
- Perform a traffic study for the anticipated future buildout of the entire Master Plan, including both private and public components. This task will involve two deliverables: one is a traffic study considering the traffic impacts of the municipal properties at full build-out on a lot-by-lot basis, and one is a traffic study that includes an analysis of all lots anticipated within the full site build-out on a lot-by-lot basis.
- Complete conceptual (30%), preliminary (60%), final (90%), and contract-ready (100%) drafts of all engineering drawings and specifications, allowing the Town at least 30 days to review and comment on each set of drafts. These plans will need to meet the federal requirements of the Northern Borders Regional Commission grant.
- Complete work associated with contract-ready drawings for all components of roadway and pedestrian infrastructure, stormwater collection and treatment, sewer, water, lighting, utilities, landscaping, signage, traffic improvements, emergency access, and other typical design details for Phase 1 of this project.
- Prepare project presentation materials, displays required for public meetings, perform outreach, and attend at least 5 public meetings: initial project kick-off at regular Selectboard meeting, two outreach/public input events, a presentation to the Selectboard (at preliminary 60% design), and a presentation of final design to the Selectboard.

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- Lead at least monthly project management meetings to keep the Town informed on progress and receive needed guidance from Town staff. Provide informal monthly updates to the Town's project manager in between regular meetings.
- Support the communications team in their work by providing public-facing materials, renderings, details, or other project information important to inform public opinion ahead of planned public events.

Submission Requirements:

All firms who may have interest in providing an SOQ for the Town to consider **must** express said interest via email to Karen Adams at kadams@essex.org by **4:30 PM, June 17, 2026**. Questions about this RFQ are also due to Kadams@essex.org by **4:30 PM, June 17, 2026**. All firms who have expressed interest by said date will receive an emailed copy of all questions received and all answers provided by the Town by **4:30 PM, June 24, 2026**.

A Statement of Qualifications including the information noted above and any other information that best represents your firm's qualifications to perform necessary engineering services is due by **4:30 PM on July 2, 2026**, either via e-mail to Karen Adams at kadams@essex.org, or via U.S. Mail to Town of Essex, Attn: Karen Adams, 81 Main Street, Essex Junction, 05452.

Statements should include:

1. Proposed project team including any subconsultants. A team should include but not be limited to surveyors, civil engineers, landscape architects, and traffic engineers;
2. Technical abilities and qualifications of said team members;
3. At least three (3) examples of previous projects similar in scale and cost for a municipality;
4. The firm's experience working under Vermont land use and federal laws and requirements;
5. At least three (3) and up to five (5) references,
6. A proposed quarterly project schedule, and
7. Any other information that you consider important for the Town to have to appropriately rank your submittal.

SOQs shall also identify any subconsultants that will be necessary for the firm to complete the project including, their experience with similar projects, and if they have worked with the project team.

Selection Process:

The Selection Committee will review and evaluate each statement of qualifications based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms if it is deemed necessary to choose the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required, and negotiations will begin with the top-ranked firm. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated in the same manner, with this

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process repeating until a mutual agreement is reached. Contract award is expected by end of August 2026.

Criteria for Selection:

The Selection Committee will use the following criteria to evaluate qualifications:

1. Understanding of the Project (20%)
2. Demonstrated Ability to Meet Similar project Timelines & Budgets (20%)
3. Availability of Technical Disciplines (20%)
4. Qualifications / Experience of Proposed Staff (30%)
5. Knowledge of the Project Area (10%)

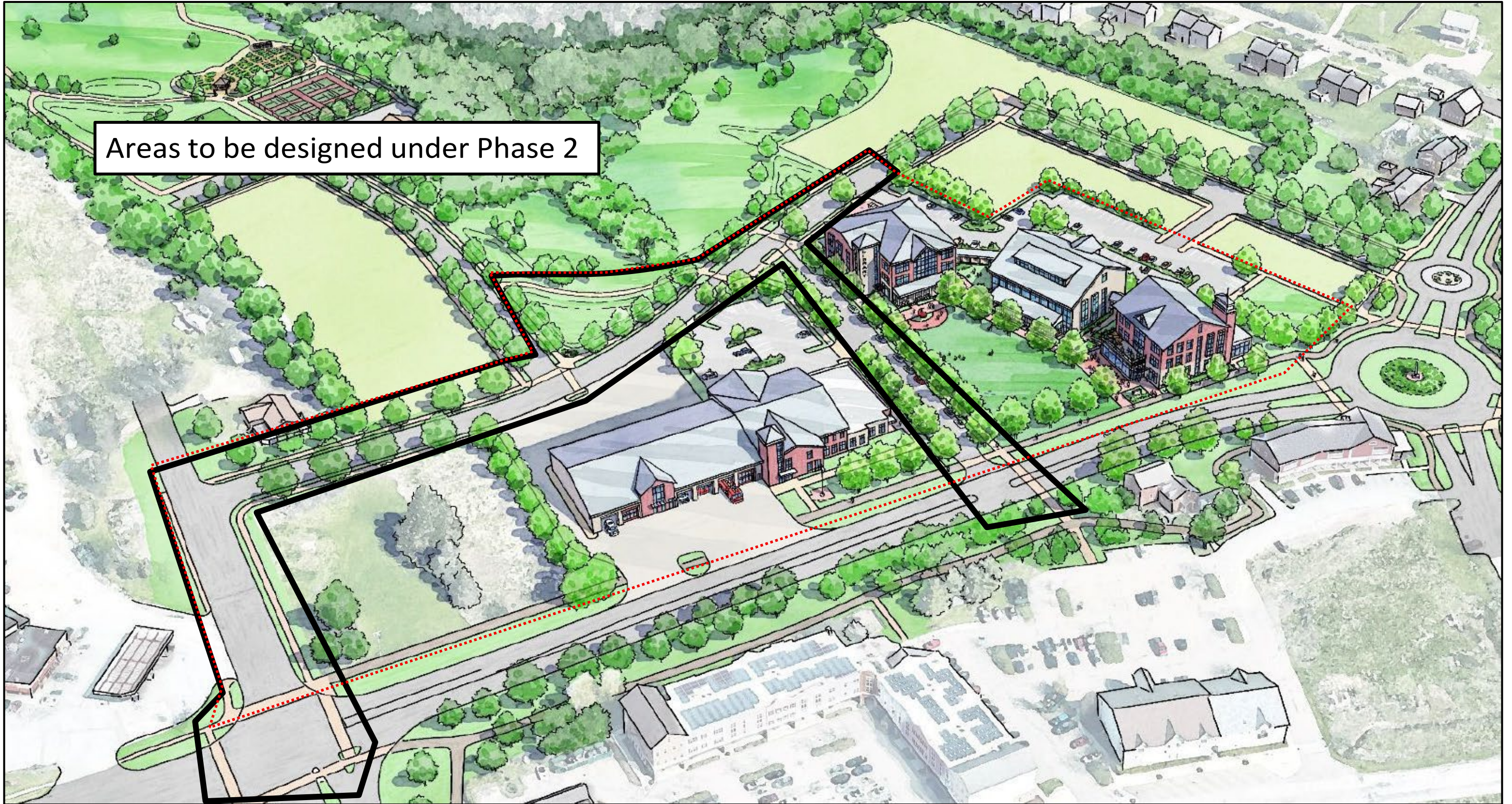
Note:

The Consulting Firm, 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, 109 State Street, Montpelier, VT 05609-1104. Any contracts will not be executed until the Firm is registered with the Secretary of State's Office. The successful Firm will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

It is expected that all Consulting Firms will make good faith efforts to solicit disadvantaged business enterprise (DBE) subconsultants.

Prior to beginning any work, the Consulting Firm will be required to obtain all necessary insurance coverage in accordance with the State of Vermont and name the Town of Essex within the Certificate of Insurance. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

We are not seeking a detailed scope of work or cost proposal at this time. All Statements of Qualification will become the property of the Town of Essex upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all Statements of Qualification received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the Town. This Request for Qualifications in no way obligates the Town to award a contract.



Areas to be designed under Phase 2

Essex Municipal Complex - Map for 6.5.26 RFQ