

TOWN OF SOUTH HERO
NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES:
VILLAGE WASTEWATER PROJECT

Thursday February 12, 2026	RFQ published and advertised (on Town of South Hero website and the Vermont State Bid System)
Thursday February 26, 2026	Deadline for submission of questions via email
Thursday March 5, 2026 by 1:00PM	Deadline for submission of Qualifications Proposal
Thursday March 12, 2026	Consultant notification regarding interviews (Only consultants to be interviewed will be telephoned)
<i>Week of March 16, 2026</i>	<i>Consultant interviews</i> (Consultants will be assigned a specific time when notified of interviews)

The Town of South Hero is issuing a Request for Qualifications (RFQ) from qualified engineering firms that detail the firms’ qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Required professional services will include but are not limited to feasibility analysis, preliminary engineering services, design and construction related services, preparation of bidding and contract documents, participation in the evaluation of bids received, and monitoring and inspection of construction activities to ensure compliance with plans and specifications associated with the South Hero Village Wastewater Project.

The South Hero Village Wastewater Project is an effort to explore opportunities, design and construct municipal wastewater solutions for South Hero Village and the surrounding area. The Town is the recipient of a Clean Water State Revolving Fund loan, a Village Wastewater ARPA grant and a State of Vermont Community Recovery and Revitalization Program (CRRP) grant for feasibility, preliminary engineering and design. The Town of South Hero has conducted feasibility and preliminary engineering; the Town received an acceptance letter from the Vermont Department of Environmental Conservation (DEC) for its Preliminary Engineering Report (PER) on November 26, 2025. The final PER and other project-related documents can be accessed on the town’s website at <https://southherovt.org/wastewater-committee/>.

This RFQ is being made following completion of the PER and before initiating Step 2 in the CWSRF wastewater design process. Procurement of said services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104. Qualified firms/candidates interested in being considered for this project must submit an electronic pdf containing:

- (1) letter of interest;
- (2) statement of qualifications and experience of staff persons who will be involved with the project;
- (3) references; and
- (4) related prior experience.

Questions on the RFQ may be submitted via email to gbrunswick@nrpcvt.com no later than **Thursday, February 26th, 2026**. Answers to questions will be posted to the Town of South Hero Website as received and no later than Friday, February 27th, 2026 by end of day.

Please submit the requested information no later than **1:00PM Thursday March 5th, 2026** by **1:00PM** in order to receive consideration to gbrunswick@nrpcvt.com.

Attention is directed to the fact that the proposed project may be undertaken with a variety of Federal and state funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of Vermont pertaining thereto.

The Town of South Hero shall evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. The criteria for selection will be qualifications of firm and personnel assigned to the project, experience of the personnel with similar projects, demonstration of understanding of overall project, clarity of proposal, creativity in addressing scope of work, timeliness and responsiveness to requests and other communications, and completeness of the submission.

Interviews with the selected firms selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Town of South Hero shall rank, in order of preference, these three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services.