



REQUEST FOR PROPOSALS

Flood Study and alternatives analysis – Waterbury Vermont

The Central Vermont Regional Planning Commission (CVRPC) is soliciting proposals for the completion of a town wide hydrologic and hydraulic (H & H) modeling assessment and conceptual design of a flood resilience projects in Waterbury, Vermont. The scope of work includes modeling the flow potential of the Winooski River, Little River, Graves and Thatcher Brook to determine the best options for flood mitigation within the community.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. Proposals must document whether the individual is a DBE or WBE. CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C §§ 2000b to 2000b-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford disadvantaged business enterprises full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

I. SCHEDULE

Monday, October 5, 2026	RFP published and advertised
Monday, October 19, 2026, 12:00PM	Deadline for submission of questions in writing
Wednesday, October 21, 2026, 5:00 PM	Response to questions published at www.centralvtplanning.org
Monday, October 26, 2026, 2:00 PM	Proposal deadline - emailed
<i>Within two weeks of proposal deadline, proposers will be notified of the selection committee's decision</i>	

Questions and inquiries are to be directed to Keith Cubbon via email (cubbon@cvregion.com).

II. INTRODUCTION or BACKGROUND

The Central Vermont Regional Planning Commission (CVRPC) works to assist its member municipalities in providing effective local government and to work cooperatively with them to address regional issues. As one of eleven regional planning commissions enabled through 24 VSA §4341, CVRPC is a political subdivision of the State of Vermont. As such, it is a tax-exempt organization.

The town of Waterbury was severely impacted by flooding in both 2023 (DR-4720) and 2024 (DR-4810). The town has a significant footprint within the FEMA identified Special Flood Hazard Area and has had significant public and private property damage in these events. CVRPC is soliciting proposals for the completion of a town-wide hydrologic and hydraulic (H&H) model for the Winooski and Little Rivers as well as portions of the Thatcher / Graves Brooks watershed within Waterbury, assess multiple flood resilience project alternatives including at least one or more conceptual level designs, depending upon project complexity, and provide the technical foundation for pursuing implementation funding through FEMA Hazard Mitigation Assistance programs and Vermont Clean Water funding sources.

The planning work will deliver a road map for the implementation of flood mitigation projects within the community. The development of the H&H model will identify flood vulnerabilities and opportunities to increase flood resilience through the implementation of property buyouts, floodplain reconnection, protection of critical infrastructure and road crossings, and other actions. As detailed in the Scope of Work below, public engagement opportunities will be specifically scheduled and managed by the consultant in collaboration with the town of Waterbury. One selected implementation project will include a FEMA Benefit/Cost Analysis (BCA) determined by the community.

The study is being funded as part of CVRPC's grant for Vermont Community Development Program utilizing Housing and Urban Development Community Development Block Grant-Disaster Recovery Funds. The consultant will work under the direction of CVRPC, and the project will be administered by CVRPC. The Consultant will collaborate with CVRPC staff, town of Waterbury representatives, and a steering committee comprising municipal and community representatives, watershed organizations and VT Department of Environmental Conservation staff.

III. SCOPE OF WORK

The consulting services contract will encompass hydrologic and hydraulic modeling, field data collection, alternatives analyses, benefit-cost analyses, and project reporting as described in the following tasks

The work shall be completed according to the following task structure and timeline:

Project Initiation and Data Collection:

1. Kick off meeting – Plan kick off meeting between consultant, CVRPC, and the Town.
2. Existing data review – evaluation of existing conditions including review of flood history, channel assessment and field survey.
3. Field data collection/section survey –Survey cross sections located to define the channel profile, channel cross sections, floodplain, including Green LIDAR collection of the Winooski channel to integrate with VT State QL1 Lidar to identify possible project locations.
4. Existing conditions base map – Show existing topography, channel, and H & H identified floodplain. Include locations of possible projects.
5. Projects selection-Consultant will host meeting with CVRPC Project Manager and Town Stakeholder group to advance projects to 30% design.
6. The resource evaluations shall be sufficiently detailed to present the full range of impacts on the project environment. All constraints shall be listed.
Project constraints – The Consultant shall identify all resources in the vicinity of the project(s). These resources include, but are not limited to, the following:
 - a. Wetlands
 - b. Archaeological and historic sites/districts
 - c. Air and water quality
 - d. Noise sensitive land uses
 - e. Fish and wildlife habitats
 - f. Rare, threatened or endangered species
 - g. Socioeconomic characteristics
 - h. Agricultural lands
 - i. Underground and above-ground utilities
 - j. Rights of Way
7. The Consultant will identify potential or known conflicts with identified constraints and possible techniques of resolving those conflicts.
8. A meeting shall be held with the Consultant, the CVRPC Project Manager and the Town of Waterbury at project completion and prior to the public presentation meeting.
9. A public presentation meeting shall be held in the town of Waterbury at the location of their choosing for the selection of locally preferred projects.

This will include a presentation including modeling of projects and overall project list developed during process.

Alternatives Analysis and 30% Design:

1. Hydrology and hydraulics – Conduct updated hydrology and hydraulic analysis to predict peak flow, flood depth and velocity for existing conditions and alternatives analysis. The Hydrologic Engineering Center-River Analysis System shall be used for this study and will build on the 2013 “WATERBURY FLOOD STUDY” by Milone and MacBroom and 2017 “FLOOD STUDY MAD RIVER AREA” by Dubois and King.
2. Based upon project types identify and develop conceptual designs on up to 3 projects as funding allows. Requiring close cooperation with CVRPC and estimated project costs to determine how many projects can be scoped based on project types and expected budget.
3. Alternatives analysis/preferred projects selection – Develop/refine alternatives for analysis. Additional alternatives may emerge during the scoping process. The Consultant shall develop a draft feasibility report to include evaluations of all viable alternatives. Alternatives for this project should consider the ease of implementation and allow for short, medium and long-term improvements to be pursued by the municipality. The alternatives should also emphasize low-cost improvements that the municipality will be able to implement without additional engineering work or external funding.
4. Evaluate Alternatives:
 - a. From information obtained at the steering committee, the Consultant shall prepare/revise a final list of alternatives.
 - b. The Consultant will then prepare an evaluation matrix for each of the various improvements. The consultant will present the alternatives matrices to the CVRPC Project Manager and steering committee members for comment. The alternatives will be analyzed to determine if they are viable, permittable, and cost effective.
 - c. A matrix for each project will contain information concerning basic designs, impacts assessed, identification of property access or ownership issues, an estimated cost, and any permits required.
5. Project Report – Develop draft scoping report with 30% design(s).
 - a. The Consultant shall compile all pertinent information gathered during the investigative stage of the project, including all relevant meetings and engineering analyses, in a draft feasibility report. The draft report should include:
 - i. Base map/plan sheets showing pertinent features, which may include general topography, property lines, setbacks, roadway alignment and grade, construction limits, and proposed alternatives.
 - ii. Typical sections, and critical cross sections for chosen projects.

- iii. Earthwork estimate, from 2023 QL1 LIDAR data
 - iv. Cost estimates.
 - v. Where appropriate, the Consultant shall analyze the impact each alternative will have on supporting infrastructure.
 - vi. Alternatives shall be submitted to the project steering committee for review and comment.
 - b. A summary of the resource impacts will be prepared to clearly state the information presented in the evaluation matrix. A synopsis of the alternatives will be prepared that includes benefits and impacts for each alternative and a final recommendation will be presented for each of the projects.
 - c. Upon completion of the Project Feasibility Report, the Consultant shall deliver an electronic copy to be reviewed by the CVRPC Project Manager. The CVRPC Project Manager will provide the Consultant with comments on the draft feasibility report, and a Draft Project Scoping Report shall be distributed to the project steering committee, and any other parties deemed appropriate. The CVRPC Project Manager will provide any additional comments to the Consultant on the draft feasibility reports.
 - d. Comments from this review shall be addressed and the Draft Project Scoping Report revised to reflect those changes.
- 6. Project Team Meeting and Public Meeting – Hold meeting with CVRPC and Town to present scoping report and alternatives, hold public meeting to present alternatives and gather public input on preferred alternative.
 - a. Locally Preferred Alternative Presentation Meeting
 - i. The Consultant shall set up a meeting with the Project Team
 - b. Local Presentation Meeting
 - i. The Consultant shall set up a meeting with the public, local officials, and CVRPC. Present the draft project scoping report and the selected locally preferred projects.
- 7. Final Project Scoping Report
 - a. The Consultant shall develop a final written report to include any revisions requested by the CVRPC Project Manager and the project steering committee and an Executive Summary of the recommendations and findings of the report.
 - b. The Consultant will submit final deliverables in Portable Document Format (PDF). Project graphics and plans shall also be provided as separate image files in JPG or TIF format, as appropriate.
 - c. The final scoping report will incorporate the draft reports and will include 30% design project plans. The final report will include, but not be limited to, the following:
 - i. Title page.
 - ii. Base Map/plan sheets showing general topography, culvert, channel, and floodplain, approximate construction limits, and local and extent of all environmental constraints. Plans provided to scale.

- iii. Updated hydrology and hydraulic analysis to predict peak flow, flood depth and velocity for existing conditions and alternatives analysis.
- iv. Develop/refine preferred projects. Create 30% design and refined cost estimate. Alternative scope and preliminary cost estimates will include up/downstream impacts to be addressed.
- v. Photographs illustrating the project area and conditions.
- vi. BCA will be developed based on preferred alternative. Identify funding for final design and construction, including anticipated permits required.
- vii. Develop cost estimate for any future Operations and Maintenance needs.
- d. In conjunction with the scoping plans submittal, the Consultant shall identify potential or known constraints and any conflicts that were identified.

8. Design Criteria

- a. All structural, highway, and pedestrian designs must be in accordance with applicable Town, State and Federal design standards. All waterway adjustment or floodplain reconnection projects must be in accordance with VT stream alteration permit requirements.
- b. Project designs will conform to requirements of the AOT Design Manual and other relevant policies and standards if the selected alternative is a roadway structures project. Floodplain reconnection/ stream restoration or other such Clean Water improvement projects such as dam removals, riparian buffer plantings, strategic wood addition, culvert replacement, wetland restoration, and gully stabilization. Any need for design exceptions will be brought to the attention of the CVRPC Project Manager.

REPORTING

- 1. The Consultant will hold every other month conference calls with the CVRPC Project Manager and members from the Steering committee to provide project updates.
- 2. Progress Reports
 - a. Progress Reports showing tasks underway/completed, schedule adherence, meetings held and progress towards Final Report shall be forwarded to the Project Manager with each invoice during the study.
 - b. Progress Reports must describe the activity being invoiced.
- 3. Meetings, Presentations and Site Visits- A meeting shall be held with the Consultant, the CVRPC Project Manager and the Town of Waterbury. Additionally, a public presentation meeting shall be held in the Town of Waterbury at a location of their choosing.

Documents

- 1. The Consultant shall provide materials for CVRPC and the Town of Waterbury. At a minimum this will include pdf and word versions of the following: all meeting announcements, all meeting minutes, all draft and final deliverables.
 - a. One electronic copy of the Draft Project Scoping Report shall be provided.
 - b. One electronic copy of the Final Project Scoping Report shall be provided.

2. Data Formats

- a. All data collected, drawings, details and documents must be developed and retained in formats that are fully compatible with the existing systems utilized by CVRPC, and Waterbury.
- b. The Consultant shall furnish all drawings and details in electronic form acceptable to Waterbury and CVRPC.
- c. Word processing, spreadsheet files and database files shall be supplied in Microsoft Word, Excel and Access. Mapping data files will be provided in an electronic form of shapefiles or raster data in geotiffs)

PERFORMANCE REQUIREMENTS

The following performance measures must be adhered to by the contractor as part of this contract:

Task	Date	Deliverable
1	December 7, 2026	Kick off meeting
2	Fall/Early Winter 2026	Existing data review
3	April 30, 2027	LIDAR and survey work Complete H & H model
4	May 31, 2027	Existing conditions base map and preliminary project list
5	June 30, 2027	Project selection meeting
6	July 15, 2027	Site Visits with team
7	September 30, 2027	Draft Flood Study Report
8	November 15, 2027	BCA Memo(s)
9	December 29, 2027	Final Report

IV. PROPOSALS

SCOPE OF SERVICES

General Requirements

Proposals must:

- Describe how the consultant intends to carry out the services described.
- Describe any changes to the Scope of Work identified in Section III of this RFP.
- Identify what support will be required from CVRPC during all phases of work.

Technical Qualifications

Proposals must include the following:

- 1) A description of the firm, including addresses of all offices proposed for involvement in this project, structure of the firm, size of the firm, number of years the firm has been in business, and the firm's experience with similar traffic calming and pedestrian focused projects.
- 2) A statement of the firm's financial stability and ability to complete all services.
- 3) List of people who will work on the contract, including names, education, professional licenses, registrations or certifications, relevant experience (resumes are acceptable), and role in the contract. CVRPC must preapprove use of any staff not identified in the proposal.
- 4) Examples of relevant past experience and a minimum of three references, which will include a project description, contact person, phone number, and address of reference. References should demonstrate the experience of the specific staff proposed to work under the CVRPC contract. CVRPC reserves the right to check references beyond those provided by the contractor.
- 5) Proof of insurance. The selected contractor will be required to add CVRPC and its officers and employees as an additional insured for services performed. The proposal must demonstrate that the contractor currently has insurance as specified in the [State of Vermont minimum insurance coverage](#).

COST PROPOSAL

The cost proposal must:

- identify costs by task and person hours.
- identify an hourly rate(s) by individual(s) providing services.
- detail other expenses (travel, etc.).
- total cost.

SUBMISSION REQUIREMENTS

Proposals must be submitted as a Portable Document Format (PDF) file prior to the time specified in the Project Schedule. Email proposals to Keith Cubbon, Planner, (cubbon@cvregion.com) with the subject line "Waterbury Flood Study."

The CVRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract.

Proposals received after due date and time will not be considered.

Upon submission, all proposals become the property of the CVRPC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the contractor. The CVRPC retains the right to reject any and all proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of the CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided to all proposers in writing. This solicitation in no way obligates the CVRPC to award a contract.

PROPOSAL EVALUATION

Contractor selection will be based on the following factors:

1. Completeness and responsiveness of submission.
3. Scope of Work Format and Contents (10%):
 4. Is the proposal written in concise language understandable to a non-technical audience?
 5. Is the proposal well organized and easily navigable?
3. Qualifications and Responsiveness (70%): To what degree:
 6. Do the personnel to be assigned to this project have the necessary qualifications to conduct this work?
 - a. Do the personnel to be assigned to this project have experience in support and maintenance for similar systems and organizations?
 - b. Does the contractor have a proven record of successful completion of similar work within time and budget constraints?
 - c. Are communication skills responsive to the audience that will be served?
 - d. If multiple staff will be used to serve this contract, do the assigned staff members demonstrate success working together with each other specifically as a team unit?
 - e. Is the contractor's availability and accessibility adequate for CVRPC's needs? For example, is the contractor's demonstrated response time for support requests adequate and competitive?
 7. Input from optional consultant reference checks.
8. Cost Proposal (10%):
 9. Is the cost proposal thorough and clearly linked to the proposed scope of services?
 10. Are rates and costs reflective of an efficient level of effort necessary to complete the task, compensation reflective of level of expertise, materials appropriate to

the task and expectations of quality, and overall reasonable costs as accepted in the industry?

11. Schedule (10%):

- a. Is the schedule thorough and clearly linked to the proposed scope of services?

Evaluation Category	Points
1. Firm's Qualifications and Capabilities Qualifications of the firm or firms assigned, including area of expertise, technical capabilities, and work experience with hydrologic and hydraulic modeling, FEMA BCA methodology, Vermont Clean Water Initiative Program, and Vermont Department of Environmental Conservation. Emphasis on riverine flood resilience projects and alternatives analysis.	30
2. Project Team Qualifications of the professionals (including but not limited to the Project Manager) assigned to this project including technical attributes and relevant staff experience that make them uniquely qualified to undertake this work.	25
3. Technical Approach and Methodology Quality, thoroughness, and feasibility of the proposed technical approach and methodology for each task.	20
4. Past Performance The quality and relevance of recent projects of similar nature completed by the Consultant.	10
5. Cost Proposal Reasonableness and competitiveness of proposed costs relative to scope of work.	10
6. Knowledge of Project Area Experience working in central Vermont and/or Vermont.	5
TOTAL	100

If any changes are made to this RFP, an addendum will be posted to the CVRPC web site by the date indicated in the section 1 of this RFP and issued to contractors expressing interest and providing CVRPC with contact information. Alternative delivery methods may be arranged by

request. A contractor may correct, modify, or withdraw a response to this RFP via written notice received by CVRPC prior to the submission deadline. Modifications must be submitted electronically and clearly labeled "Modification No. ____". Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of responses to this RFP, a contractor may not change any provision of the response in a manner prejudicial to the interests of CVRPC or fair competition. If a mistake and the intended correct wording are clearly evident on the face of the response document, the mistake will be corrected to reflect the intended correct meaning and the contractor will be notified in writing. Contractors may not withdraw responses to this RFP so corrected. A contractor may withdraw an opened response to this RFP if a mistake is clearly evident on the face of the response document, but the intended correct wording is not similarly evident.

CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with contractors, and to select a contractor that is best able to address the services requested and promote the public interest.

CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible. CVRPC reserves the right to withdraw this Request for Proposals, and/or to advertise for new submissions at any time if it is in the best interest of the CVRPC to do so. A contract will be awarded as deemed to be in the best interest of the CVRPC.

Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.

V. STANDARDS AND DELIVERABLES

1. Except for appendices, all reports are to:
 - a. be presented for ease of readability by the average citizen;
 - b. include charts, graphs and other graphics as appropriate;
 - c. include executive summaries or abstracts suitable for broad distribution;
 - d. include a glossary of technical terms, and a list of references or citations for all sources of data and information.
3. All documents must be provided in digital form (Microsoft Office format for report text and

PDF format for full report). Images (photos, maps, drawings, graphics, etc.) must be provided as separate files for use by CVRPC. Map data in ESRI-compliant shapefiles, Raster data should be provided as a geotiff or other agreed upon file format.

4. Copies of all reports and documents, including drafts, should be provided to CVRPC no less than one week prior to any scheduled review or discussion.

VI. CONTRACTING PROVISIONS

CONTRACT REQUIREMENTS

The Contractor must be able to sign CVRPC's standard contract and attachments, which will be made available for review on or before October 23, 2026, on available on the CVRPC website at https://centralvtplanning.org/news/rfq_rfp/.

CONTRACT COMPLETION

Performance under the scope of work must be completed by the dates indicated in Section I: Schedule.

PAYMENT

The amount and timing of payments will be determined during contract negotiations. Requests for payments must be made directly to the CVRPC, and payments made must be 100 percent of the amount requested for eligible services. CVRPC anticipates making payments within 30 days of invoicing.

OWNERSHIP OF MATERIAL

All rights, titles to and ownership of the data, material, and documentation resulting from this contract project and/or prepared for the CVRPC pursuant to a contract between CVRPC and the selected consultant must remain with the CVRPC.

COMPLIANCE WITH STATE AND FEDERAL LAWS

All contractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. CVRPC receives funding from numerous state and federal agencies. Those requirements imposed upon the CVRPC as a recipient or subrecipient of state and federal funds are thereby passed along to the

contractor and any subcontractors, and those rights reserved by the state or federal government are likewise reserved by the Central Vermont Regional Planning Commission.

All contractors and any subcontractors must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Contractor must further certify that it will comply with the provisions of the Americans with Disabilities Act.

It is the policy of the CVRPC that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

If the contractor is a natural person, not a corporation or partnership, the contractor states that, as of the date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

The contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the contractor is a resident of Vermont, contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**The Central Vermont Regional Planning Commission
is an Equal Opportunity Employer.**