



TOWN OF WAITSFIELD

Town of Waitsfield, Vermont

Request for Proposals (RFP)

Engineering Services – Meadow Road Bridge Assessment and Design

1. Introduction

The Town of Waitsfield is seeking proposals from qualified engineering firms to provide professional services for the Meadow Road Bridge. This RFP includes two distinct but related scopes:

- **Section A:** FEMA-funded Architectural & Engineering (A&E) services to evaluate and design repairs to the bridge's decking, consistent with Project Worksheet #797837 (PW #120) under Disaster #4810DR-VT (available upon request).
- **Section B:** A broader scoping study to assess the overall condition of the bridge and identify additional repair strategies that could extend its service life, including cost estimates for both decking and full bridge rehabilitation.

2. Project Background

The Meadow Road Bridge is a single-lane, 83-foot concrete-deck bridge built in 1955. It sustained damage during the July 2024 flooding event, specifically cracking of the concrete deck due to heavy vehicular traffic during emergency response. FEMA has obligated funds for A&E services to support repair design to the decking. The Town is also interested in evaluating whether additional rehabilitation measures could extend the bridge's useful life and defer full replacement.

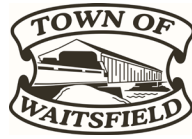
3. Scope of Services

Section A: FEMA-Funded A&E Services (PW #120)

- Conduct a technical evaluation of the damaged concrete deck (81 ft x 12 ft x 15 in).
- Design a repair solution that restores the deck to pre-disaster function and capacity.
- Prepare documentation suitable for FEMA review and future permanent work funding.
- Ensure compliance with FEMA's Public Assistance Program and Policy Guide (PAPPG v4), including codes and standards review.
- Provide cost estimates using RS Means or equivalent.

Deliverables:

- Site inspection report
- Repair design drawings and specifications
- Cost estimate for decking
- Summary of applicable codes and standards
- Final A&E report for FEMA submission



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Section B: Bridge Life Extension Scoping Study

- Review the bridge inspection report completed on July 29, 2025, and conduct a site visit to develop feasible repair strategies.
- Identify deterioration beyond the deck (e.g., abutments, bearings, scour, joints).
- Evaluate feasible repair strategies to extend bridge life (e.g., deck overlay, joint replacement, scour protection).
- Provide cost estimates for:
 - Full bridge rehabilitation
- Recommend phasing options or monitoring strategies if applicable.

Deliverables:

- Life-extension strategy report
- Cost estimates for multiple repair scenarios
- Recommendations for future capital planning

4. Proposal Requirements

Firms should submit:

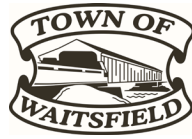
- Cover letter and firm profile
- Relevant experience with FEMA-funded projects and bridge rehabilitation
- Resumes of key personnel
- Proposed approach and timeline for both sections
- Fee schedule or cost estimate for each section
- References from comparable municipal clients

5. Evaluation Criteria

Proposals will be evaluated based on:

- Experience with similar projects
- Qualifications of assigned personnel
- Understanding of project goals
- Proposed approach and timeline
- Cost-effectiveness
- References and past performance

6. Submission Instructions



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Proposals must be submitted by **12.5.2025** to:

York Haverkamp

Town Administrator

Town of Waitsfield

4144 Main Street

Waitsfield, VT 05673

Email: York.haverkamp@waitsfieldvt.gov

(802) 496-2218

Electronic submissions (PDF) are preferred.

7. Timeline

- RFP Issued: 10.29.2025
- Deadline for Questions: 12.3.2025
- Proposals Due: 12.5.2025
- Selection: 12.16.2025

8. Additional Information

- FEMA has obligated \$6,104.88 for A&E services under PW #120 for the surfacing. Proposals should reflect a scope and fee consistent with this budget.
- All work must comply with FEMA procurement standards under 2 CFR §§ 200.317–326.
- The Town reserves the right to reject any or all proposals, negotiate scope and fees, and award the contract in the best interest of the Town.