

**Town of Waterbury
Waterbury, Vermont**

**Randall Meadow Floodplain Reconnection
Environmental Assessment
REQUEST FOR PROPOSALS**

For Environmental Assessment Services (HUD CDBG-DR)

RFP Issue Date:	4-21-2026
Questions Due:	5-13-2026
Proposal Submission Deadline:	6-11-2026
Expected Selection Date:	6-18-2026

Project Budget: \$125,000

**OVERVIEW OF REQUESTED ENVIRONMENTAL ASSESSMENT
SERVICES**

The Town of Waterbury, Vermont is seeking to contract with a qualified consultant or engineering firm with demonstrated experience completing HUD Environmental Assessments for CDBG-DR implementation projects. The selected consultant will be responsible for preparing a complete, HUD-compliant Environmental Assessment that supports project approval and issuance of Authority to Use Grant Funds.

The consultant should have experience in the following areas:

- Preparation of full Environmental Assessments in compliance with 24 CFR Part 58
- NEPA impact analysis and documentation
- Floodplain restoration and river corridor projects
- Vermont environmental permitting and coordination requirements
- Coordination across multiple regulatory frameworks and agencies
- Supporting projects through HUD environmental clearance

PROJECT OVERVIEW

Randall Meadow is a approximately 48 acre parcel of agricultural land, with no buildings, adjacent to the State Office Complex and lying between the Winooski River

and Randall St neighborhoods. During the 2025 legislative session the State agreed to transfer the property to the Town and an option agreement is being obtained.

The Town conducted preliminary hydrology modeling, which indicates that the full capital project entails removal of ~100,000 cubic yards of material from the site. The removal of those soils would decrease the impact of a typical 100-year flood by up to 1' in the vicinity of the Waterbury Historic District, and virtually all of South Main Street and adjacent areas in the floodplain.

The project would reduce the long-term vulnerability of the State and Town roads including Rt. 2 through downtown, stormwater systems, water and wastewater facilities, by lowering the level of Randall Meadow to mitigate the impacts of future severe weather events. A Green Mountain transmission line on the site would also need to be stabilized.

Project Scope

The implementation project entails engineering, project design, excavation of 31.2 acres at a one-foot average and excavation of 8.8 acres at 3.5 foot average (dependent on final design and modeling), and removal of approximately 100,000 cubic yards of silt, soil and other material to create additional water storage capacity in advance of a future flood.

The project will reconnect the floodplain to the river while minimizing tree removal, maintaining an existing trail and working with a related recreation planning project on new trail location(s) and potential river access points, planting saplings and native plants in the newly lowered floodplain, stabilizing or relocating power poles and lines, and filling the low spot near Randall St. to aid in flow paths for flood waters and to evaluate stormwater outfalls in that area for possibilities to provide treatment and to prevent hydraulic backflow to those drainage systems.

Physical implementation activities will be limited to the previously disturbed footprint and may include selective vegetation removal, excavation of accumulated sediment and fill to re-establish flood bench elevations, minor regrading to improve floodplain access at bankfull flows, stabilization of existing banks using natural and bioengineered materials, reconnection of existing side channels or backwater areas, and re-establishment of native floodplain vegetation. No expansion of the project footprint, new structures, new impervious surfaces, or land use changes are proposed. The project is intended to restore floodplain function, reduce flood risk to the downtown area, and improve long-term resilience.

Project Benefits

- Reduce flooding by up to 1 foot in Waterbury Historic District and South Main Street area
- Protect State and Town infrastructure including Route 2, stormwater systems, and water/wastewater facilities
- Reduce flood vulnerability for Randall and Elm Streets neighborhoods and downtown
- Reconnect floodplain to the Winooski River for natural flood storage
- Create approximately 100,000 cubic yards of additional water storage capacity

Project Funding

The project will be funded through a HUD Community Development Block Grant – Disaster Recovery (CDBG-DR) implementation grant and therefore requires completion of a full HUD Environmental Assessment (EA) in accordance with 24 CFR Part 58, including compliance with NEPA and all applicable federal authorities.

SCOPE OF SERVICES

The selected consultant will be responsible for preparing a complete, HUD-compliant Environmental Assessment that supports project approval and issuance of Authority to Use Grant Funds. The consultant is expected to manage the EA process from initiation through final acceptance and clearance.

Services are expected to include, at a minimum:

- Preparation of a full Environmental Assessment in compliance with 24 CFR Part 58
- NEPA impact analysis and documentation
- Compliance documentation for applicable federal authorities, including but not limited to floodplains, wetlands, historic resources (Section 106 coordination support – archaeological site review included), endangered species, noise, and contamination
- Wetlands and surface water assessment sufficient to support EA conclusions and permitting coordination
- Floodplain compliance documentation, including coordination with the 8-Step Process if required
- Identification and documentation of mitigation measures, if applicable
- Preparation of public notices and support for public comment requirements
- Coordination with the Town, State of Vermont administering agency, HUD, and relevant regulatory agencies
- Responses to agency or HUD comments and revisions through final approval

SUBMISSION REQUIREMENTS

Proposals should include:

- 1. Firm Background and Relevant Experience:** A description of the consultant's qualifications, capabilities, and organizational structure. Indicate if you, or a subcontractor, is a Minority Business Enterprise (MBE) or Women's Business Enterprise (WBE).
- 2. Description of Approach:** A detailed proposal narrative that includes understanding and approach to completing a HUD Environmental Assessment for this project.
- 3. Examples of Comparable HUD-Funded Projects:** Examples of comparable HUD-funded projects, including experience with floodplain restoration, river corridor, or flood mitigation projects.
- 4. Identification of Key Staff and Roles:** Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff.
- 5. Proposed Schedule and Anticipated Duration:** Proposed schedule and anticipated duration for completing the Environmental Assessment.

6. Cost Proposal: Detailed cost proposal including hourly rates, estimated hours, and expenses.

7. References: Three references which include the following for each project: one sentence description, name of project manager, phone number and address. References should be clients from the past 3 years for whom similar work was performed.

SCHEDULE

RFP issued: 4-21-2026

Proposals due: 6-11-2026

Anticipated selection: 6-18-2026

Project initiation: TBD

SUBMISSION DEADLINE

Deadline: 6-11-2026

Submit To: Town of Waterbury – Bill Woodruff, Interim Town Manager
(bwoodruff@waterburyvt.com)

Format: Please submit one (1) electronic original of your proposal.

Proposals will not be reviewed and shared until the specified closing date. Proposals received after the closing time stated above will not be accepted.

RFP QUESTIONS

Questions concerning this RFP must be submitted via email to: Bill Woodruff, Interim Town Manager (bwoodruff@waterburyvt.com)

Questions Deadline: TBD

Subject Line: "Randall Meadow Environmental Assessment RFP Question"

A digest version of all questions and answers will be emailed to all applicants.

No oral communications regarding this RFP will be binding on the Town. Direct contact with Town officials or staff other than through the designated email is prohibited and may result in disqualification.

EVALUATION CRITERIA

Proposals will be evaluated in the following areas:

Evaluation Category	Points
1. Firm's Qualifications and Capabilities Direct experience completing HUD Environmental Assessments for CDBG-DR or other HUD-funded implementation projects.	30

Qualifications including area of expertise, technical capabilities, and work experience. Emphasis on floodplain restoration and river corridor projects.	
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 approach to completing the HUD Environmental Assessment.	20
4. Past Performance The quality and relevance of recent HUD Environmental Assessment projects 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

SELECTION PROCESS

A Selection Committee will review proposals submitted in response to this RFP. The Town of Waterbury intends to make its decision on the choice of an engineering consultant as soon as possible. The Town may choose to interview candidates before making its final decision. The most qualified respondent will be selected, subject to negotiation of fair and reasonable compensation.

The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town of Waterbury is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

The Town anticipates selecting a consultant(s) by [INSERT DATE] and executing a contract shortly thereafter. However, the Town reserves the right to modify this schedule as needed.

Award is subject to successful contract negotiations and completion of any required procurement procedures under CDBG-DR regulations.

TERMS AND CONDITIONS

- The Town reserves the right to reject any or all proposals, to waive informalities or irregularities in any proposal, and to accept or reject any item or combination of items.
- The Town reserves the right to request clarification or additional information from proposers.
- Issuance of this RFP does not commit the Town to award a contract or to pay any costs incurred in proposal preparation.
- All proposals become the property of the Town and will not be returned.
- Proposals may be subject to disclosure under Vermont Public Records Law.
- Selected consultant(s) must comply with all applicable federal, state, and local laws and regulations, including CDBG-DR requirements, prevailing wage laws, and equal opportunity provisions.
- The Town is an Equal Opportunity Employer and encourages proposals from minority and women-owned businesses.
- Selected consultant(s) may not subcontract any portion of the work without prior written approval from the Town.

DISCLAIMERS

1. Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by the Town of Waterbury to reimburse any entity or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by Selection Committee, or participating in any selection interviews.

2. All information submitted becomes property of the Town of Waterbury upon submission. Waterbury reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. The cost of preparing, submitting and presenting the response to this RFP is the sole expense of the consultant. The Town of Waterbury reserves the right to alter the potential deliverables based on funding. The Town of Waterbury additionally reserves the right to alter the anticipated schedule based on the timeline of grant awards or internal funding. This solicitation of qualifications in no way obligates the Town of Waterbury to award a contract.

ADDITIONAL INFORMATION

For additional information contact:

Town of Waterbury

Bill Woodruff, Interim Town Manager (bwoodruff@waterburyvt.com)

The Town of Waterbury looks forward to receiving your proposal and working together to create much-needed flood resilience for our community.