

Town of Strafford, VT
CULVERT REPLACEMENT
Project: Miller Pond Road Culvert TH-03

I. PROJECT DESCRIPTION

The Town of Strafford, is seeking contract services to install a 78" (6.5ft) corrugated steel pipe (Town will provide culvert), to meet the Vtrans Hydraulics standards and VTANR stream crossing requirements. Please see H&H Study for more details; Option #1.

The RFP packet shall be submitted by **June 25th, 2026**.

Contractor Selection will be made by **July 9th, 2026**.

The lead contact for this project is:

Paul Hardy

PO Box 27, Strafford, VT 05072

Phone (802) 765-4550

Email: phardy@straffordvt.org

II. RESPONSE FORMAT

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the contractor's interest in working with the town.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task. This must include a plan for road closures and traffic control measures.
4. A summary of estimated labor hours by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. Description of experience with similar projects, including a contact name and phone number for reference.
7. Demonstration of Best Management Practices (BMPs) in accordance with Vermont Department of Environmental Conservation's Municipal Roads General Permit standards and an understanding of the importance of staying

within the Scope of Work and the importance of communicating to the project liaison in advance if there need to be any substantive changes to that Scope of Work.

B) A separate cost proposal consisting of direct labor cost per class of labor, materials cost, overhead rate, and total fee for the project.

III. CONTRACTOR SELECTION

The contractor selection will be made by a committee that includes Town of Strafford representatives. The proposal will be evaluated considering the following criteria:

1. Understanding the Scope of Work
2. Knowledge of Project Area
3. Qualifications/Experience of Contractor
5. Past Performance on Similar Projects
6. Reasonableness of proposed schedule and cost

The selection committee may elect to interview contractors prior to final selection.

The committee will select the consultant on or about **July 9th, 2026**.

IV. SUBMISSIONS

Contractors interested in this project should submit a hard copy of their proposal in a sealed envelope to:

Lisa Bragg, Town Clerk

227 Justin Morrill Highway, PO Box 27, Strafford, VT 05072

Phone (802) 765-4411

Monday – Thursday 7:30 am – 4:30 pm

Email: townclerk@straffordvt.org

Proposals must be submitted in a sealed envelope with the following information clearly printed on the outside:

1. Name and address of prime consultant
2. Due date and time
3. Project name **Miller Pond Culvert**

Questions about the project should be directed to:

Paul Hardy

PO Box 27, Strafford, VT 05072

Phone (802) 765-4550

Email: phardy@straffordvt.org

All proposals must be received by the Town **no later than 4:00 PM on Thursday, June 25th, 2026**. Proposals and/or modifications received after this time will not be accepted or reviewed. E-mailed proposals will be accepted.

All proposals upon submission become the property of town. The expense of preparing and submitting a proposal is the sole responsibility of the contractor. The town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of town. This solicitation in no way obligates the town to award a contract.

V. CONTRACTING

The Contractor, 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, 128 State Street

Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the specifications for Contractor Services updated 2023. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any businesses, they may appeal in writing to the Town of Strafford Selectboard, PO Box 27, Strafford, VT 05072. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

VI. SCOPE OF WORK – Ayers Road Ditching:

- i) Replace Culvert #27 on Miller Pond Road TH03 with a 78" (6.5ft) corrugated steel pipe embedded in the streambed to a minimum depth of 18in with stone fill type II at the inlet and stone fill type III at the outlet to improve water flow and reduce erosion and flooding at project site.
- ii) Finish project should include paving of roadway cut.
- iii) Provide and manage traffic control measures to maintain traffic flow, safety vehicle access, and access for residents during project.
- iv) The winning bidder will have to provide a profile survey.
- v) All work must comply with Town Codes and Standards 2019 (https://www.straffordvt.org/files/ugd/0580b2_2835ea7f14c4407195647fe7a2bea25d.pdf)

Attachment

Miller Pond Road Site Map

Miller Pond Road Hydraulics Report