

**TOWN OF WHELOCK - REQUEST FOR BIDS**  
**July 15, 2025**

**South Wheelock Rd. Embankment**

**PROPOSAL DUE DATES:** Responses are due by **Tuesday, August 4, 2025**, no later than 3:00 PM.

The Selectboard of the Town of Wheelock, Vermont is seeking proposals from qualified contractors for repair work to 900 feet of embankment along South Wheelock Road damaged in the July 2024 flooding. Services will include review of existing documentation, FEMA's and state experts' damage reports, and permits, in coordination with town staff, Selectboard, and state and federal officials. The project entails work on 900 feet X 6 feet X 4 feet of embankment along the South Wheelock Branch including removing trees, stabilizing the embankment, moving the guardrails closer to the roadway, restoring 400 CY of natural material, and pinning new large stones at the bottom of the embankment to ledge. Please refer to the appended sketch "Typical Placed Rip Rap Wall Section."

Qualified firms interested in being considered must submit a letter of interest to include a statement of qualifications and experience of staff who will be involved with the project, related prior experience, references, and a detailed workplan and cost proposal. The workplan must provide sufficient information for any other permits needed. Submit the requested information via email in a single PDF document of no more than 10 pages, with the words "South Wheelock Rd Embankment" in the subject line, to:

Erin Swigart, Wheelock Town Clerk, [wheelocktown@gmail.com](mailto:wheelocktown@gmail.com)

Or, submissions on paper may be delivered to the Town Clerk at Wheelock Town Hall, 1192 VT Rte 122, during regular office hours (see <http://townofwheelockvt.org>), or sent by mail to Town of Wheelock, PO Box 1328, Wheelock VT 05851. **South Wheelock Rd Embankment should be written on the outside of a sealed envelope.**

All submittals must be received no later than 3:00 PM on Tuesday, August 4, 2025 to receive consideration. Those considering a submission in response to this RFP should promptly advise the Town Clerk, Erin Swigart by e-mail of their potential interest in submitting a proposal, so that the Town may keep all potential contractors advised as the RFP process moves ahead. All such notifications shall be kept confidential.

The Town plans to seek partial reimbursement for these services from the Federal Emergency Management Agency (FEMA) due to the Town's inclusion in FEMA Disaster DR4720 and any other federal grants that the town may require for administrative, procurement and oversight services. Any contract awarded under this procurement process shall be prepared by the Town and include all applicable FEMA contract provisions.

The Town will evaluate the proposals based on qualifications and may choose to conduct remote or in-person interviews. The Town reserves the right to accept or reject any or all proposals. All questions pertaining to the RFP should be submitted to the Town Clerk. Responses will be answered as quickly as possible and, as appropriate, will be shared with anyone submitting their interest in this request.

The Town seeks bids from small and minority businesses and women's business enterprises.

Bids will be opened on Tuesday, August 5, 2025 at the Selectboard meeting.

