

**TOWN OF WHEELOCK - REQUEST FOR QUALIFICATIONS**  
**July 16, 2025**

**Engineering Services – Fall Brook Bridge Evaluation**

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

The Selectboard of the Town of Wheelock, Vermont is seeking proposals from qualified consultants for professional engineering services related to the Fall Brook Road Bridge and associated damages from the July 2024 flooding. Services will include:

- (1) review of existing documentation, damage assessments and scopes of work in coordination with town highway staff, Selectboard, other town staff, and state and federal officials,
- (2) completing an environmental evaluation including a scour evaluation at the bridge such that a proposed replacement foundation is designed to be scour resistant, with repair/replacement recommendations – submit for town, state, and federal review, and
- (3) engineering design for repairs to restore the bridge to pre-existing or better conditions. (note: this task is pending acceptance of the environmental evaluation and recommendations by town, state and federal officials)

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 service rate sheet. The Town is not seeking a detailed scope of services or specific cost proposals from consultants at this time. Submit the requested information via email in a single PDF document of no more than 10 pages, with the words "Fall Brook Bridge Evaluation" in the subject line, to:

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

Emailed submittals must be received no later than 3:00 PM on Monday, August 4, 2025 to receive consideration. Consultants that are considering the submission of a proposal in response to this RFQ 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 RFQ 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 responses 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 responses. All questions pertaining to the RFQ should be submitted to the Town Clerk. Responses will be answered as quickly as possible and, as appropriate, and 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.

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