

# REQUEST FOR PROPOSALS

## WELL AND SEPTIC EVALUATION SERVICES TOWN OF HANCOCK, VT

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### Submit Proposals to:

**Wendy Stender, Town Clerk**  
**Town of Hancock**  
**Email: [townclerk@hancockvt.org](mailto:townclerk@hancockvt.org)**  
**Phone: 802-767-3660**

**For questions about this RFP,  
please contact:**  
**Sarah Wraight**  
**[swraight@trorc.org](mailto:swraight@trorc.org)**

**Date of Issue: June 4, 2025**

**Deadline: Wednesday, July 9th, 2025 at 1:00 PM EST, submission by email to Town Clerk.**  
**No paper submissions will be accepted. Adobe PDFs are the required method of delivery.**

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### Background

The Town of Hancock (hereafter referred to as “the Town”) is issuing this Request for Proposals (RFP) for professional evaluation of potential well and septic capacity on an undeveloped Town-owned property accessible via VT-100 and Taylor Meadow (Parcel ID 01-2155.100, SPAN: 279-088-10260, see attached project area map). This analysis is being prepared as part of a feasibility study for housing development. The Town of Hancock does not have land use regulations apart from floodplain regulations, and the Town does not have municipal water or sewer infrastructure. The Town seeks to select 1 firm to provide well and septic evaluation services for this property.

The resulting contract will terminate on October 15<sup>th</sup>, 2025, unless extended by the Town.

Qualified Disadvantaged Business Enterprises (DBEs), including Veteran, Minority, Women-owned, and Small Businesses, are encouraged to submit proposals. The Town notifies all bidders that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, or national origin in consideration for selection.

**The Town will make its firm selection and notify all firms on or before July 18, 2025.**

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### 1. General Information

#### 1.0 Qualifications

Firms replying to this RFP must possess experience and technical expertise in site and soils assessment as well as potable well and septic system siting/design.

### 1.1 Project Coordinator

Sarah Wraight, hereinafter referred to as “the Project Coordinator,” shall act as liaison between firms responding to this RFP and Town of Hancock staff and officials.

### 1.2 Compliance with Federal, State, and Local Laws and Regulations

Prospective firms should be aware that a contract with the Town will be subject to, and be in accordance with, all Federal, State, and local laws and regulations, as may be applicable.

The selected firm must be registered with the Vermont Secretary of State or as a foreign firm to perform work in Vermont. Because this project is federally funded, the selected firm must also register for a Unique Entity Identifier (UEI) through [sam.gov](https://sam.gov), if they don’t already have a UEI. The Town will not select a firm that is listed on the federal System for Award Management Exclusion List ([sam.gov](https://sam.gov)) or the Vermont Agency of Administration’s [Debarment List](#).

### 1.3 Revisions to the Request for Proposals

In the event it becomes necessary to revise any part of this RFP, revisions will be provided to all who notify the Project Coordinator (Sarah Wraight, [swraight@trorc.org](mailto:swraight@trorc.org)) that they intend to submit a proposal. Revisions will also be posted on the [Town’s website](#). The Town shall bear no responsibility or liability due to copies of revisions lost in mailing or not delivered to prospective firms/teams due to unforeseen circumstances.

### 1.4 Response Deadline and Questions

In order to be considered for selection, a proposal meeting all requirements of Section 2 of this RFP must be received by the Town Clerk via email by the deadline noted above.

The Town shall bear no responsibility for any proposals that arrive beyond the Response Deadline indicated above in this RFP. The Town Clerk will notify all firms whose proposals were received by the deadline.

Questions regarding this RFP shall be submitted by email only to the Project Coordinator, Sarah Wraight, at [swraight@trorc.org](mailto:swraight@trorc.org). The Project Coordinator will maintain a list of RFP questions and answers linked to the [Town’s website](#) for firm information. **Questions will be accepted until June 30, 2025 to ensure all parties have adequate time to review the answers before the proposal submission deadline.**

### 1.5 Opening of Proposals

Proposals will be opened and the names of firms that have submitted a proposal will be announced on **July 15, 2025 at 6 PM EST, at the Town of Hancock Offices (1027 VT Route 100, Hancock, VT 05748).**

### 1.6 Performance Timeframe

Performance under the scope of work may run until October 15, 2025, unless extended by the Town.

## 2. **Proposal Information**

Prospective firms are to follow the instructions contained herein in preparing and submitting their response to this RFP. **Failure to follow instructions may automatically lead to the proposal not being reviewed.**

### 2.0 Proposal Format

Proposals shall be prepared simply, providing a straightforward and concise description of the prospective firm’s ability to satisfy the requirements of this RFP. **Adobe PDFs are the required method of delivery.** Proposal components should be packaged as no more than 1 pdf document. Paper copies will not be accepted.

The name of the firm and the title of this RFP must appear on the front page of the proposal. Each page of the

technical scope or cost proposals must be numbered consecutively, excluding all appended material.

## 2.1 Proposal Contents

The proposal must contain the following components:

1. Cover letter signed by a principal or CEO of the firm, expressing the firm's interest in working with the Town. The cover letter shall include the primary contact regarding the proposal; physical addresses, email addresses, and telephone numbers of all firms involved in this project; Unique Entity Identifier (for more information, see sam.gov) for the firm; and the size of the firm and number of years the firm has been in business.
2. A list of any actions taken by any regulatory agency or litigation involving the firm(s) or its agents or employees with respect to any work performed. Firms/teams should explain why they are not at fault in these cases or how they have taken steps to avoid their repetition. If no such actions have been taken, state that in the cover letter. **This information is required for all firms that will be working on this project, including subcontractors, if applicable.**
3. Evidence of insurance applicable to the work. Firms shall indicate that they have or are willing to obtain coverage for the following minimum insurance requirements: general liability coverage of \$1 million per occurrence and \$2 million in the aggregate; products / completed operations aggregate coverage of \$1 million; personal and advertising injury coverage of \$1 million; motor vehicle liability coverage of \$500,000 combined single limit; proof of workers' compensation insurance that accords with the laws of the State of Vermont; and professional errors and omissions (i.e., professional liability) coverage of \$1 million per claim and \$2 million in the aggregate. Coverage shall be primary and non-contributory with any other insurance and self-insurance. If a contract is awarded, the Town as well as the Vermont Housing & Conservation Board must be listed as additional insureds on the primary firm's insurance policy. Documentation of such insurance coverage will be requested before execution of a service contract.
4. A Technical Scope as outlined in 2.2 and a separate cost proposal as outlined in 2.3.

## 2.2 Technical Scope

The Technical Scope must contain the following:

1. List of those people in the firm who will be working on the project, including names, education, professional licenses, registrations or certifications, and relevant experiential background. Please designate the Principal in Charge and the roles of other key personnel.
2. Describe at least 2 similar projects relevant to the scope of work that the firm have worked on, including client contact information. **Please indicate whether the specific staff who worked on the reference projects are the same as staff listed in the proposal. If not, please provide additional project references that staff listed in the proposal have worked on.**
3. A detailed description of your approach for completing the scope of work outlined in section 5 of this RFP, including a description of tasks as necessary to demonstrate thorough understanding and ability to complete the project on time and in an efficient manner.
4. A detailed timeline for deliverables to be produced under this contract. Please note: this contract will terminate on October 15, 2025, unless extended by the town.

## 2.3 Cost Proposal

The cost proposal must be separate from the technical scope, listing the firm and each anticipated subcontractor (if applicable), and must include:

1. An estimated cost breakdown for the tasks identified in the proposed scope of work (see Part 5 of this RFP), including an anticipated hourly rate schedule for all staff job categories.
2. An itemized breakdown of any subcontractor costs and direct expenses proposed, along with markup rate.
3. Note that all mileage rates must match the Standard Mileage Rates for business established by the US Internal Revenue Service. Markups may not be charged on mileage.

#### 2.4 Cost Liability

The Town assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of proposals, or any other costs prior to issuance of a contract.

### 3. **Proposal Evaluation**

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 its best interest. This solicitation in no way obligates the Town to award a contract.

The Selectboard will select the proposal that will be most advantageous to the Town, cost and other factors considered. The successful firm or team will be required to sign a contract with the Town in which they accept responsibility for the performance of services as stated in their proposal.

The Selectboard may elect to interview firms or request supplemental information prior to final selection.

Proposals will be evaluated considering the following criteria:

<u><b>Selection Criteria</b></u>	<u><b>Maximum Points</b></u>
1. Proposal provides all required information as specified in Section 2 of the RFP.	20
2. Proposal is clear and easy to understand.	5
3. Demonstration of understanding of scope needs and overall project.	10
4. Demonstration of successful prior experience with similar projects.	15
5. Demonstration that personnel have the requisite qualifications, expertise, and experience to complete the scope of work.	10
6. Description of approach is clear, logical, and sufficiently detailed.	15
7. Proposed project timeline is efficient and will meet Town's needs.	10
8. Costs are reasonable based on comparison with other firms and other available market information.	15

Total Points: 100

### 4. **Performance Expectations**

#### 4.0 Conflicts of Interest

Prior to executing a contract or subcontract for services, firms must disclose any potential conflicts of interest.

#### 4.1 Ownership of Material

All rights, titles to, and ownership of the data, material, and documentation resulting from this project and/or prepared for the Town pursuant to this contract shall remain with the Town and the government agencies funding this project.

#### 4.2 Access to and Retention of Records

In addition to terms stated elsewhere in this RFP, the Town shall have access, upon demand, to any books, documents, papers, and records of the successful firm or team, which are directly pertinent to this contract, for the purposes of making audit examinations, excerpts, and transcriptions. The selected firm or team shall insert identical rights of access for these parties into any subcontractor agreement under this contract. This right shall be reserved by the Town for the term of the contract, plus 3 years. All records must be maintained for at least three years from the date of the final payment.

#### 4.3 Maintaining Expenditure Record

The successful firm or team will establish and maintain an accounting system to provide for accurate identification of receipts and expenditure of funds under this project and will utilize generally accepted accounting principles. The firm/team shall track all costs, expenses and billing and provide this information with their invoices to the Town. Firms shall be prepared for audit and compliance visits at their offices.

### 5. **Project Scope**

#### 5.1 Work to be Contracted Pursuant to this RFP

The firm will be required to complete the following work:

1. Evaluate the suitability of site soils to support on-site wastewater disposal and potable water well development.
2. Evaluate natural resource restrictions that will impact well and septic development.
3. Determine the maximum number of bedrooms that could be accommodated on the site.

The final deliverable will be a written report presenting the data collected, interpretation of the data, and conclusions.

**Please note: this project does NOT entail design, permitting, or construction of well and septic systems. The locations of future buildings on this parcel have not yet been determined.**

#### 5.2 Site and Project Information

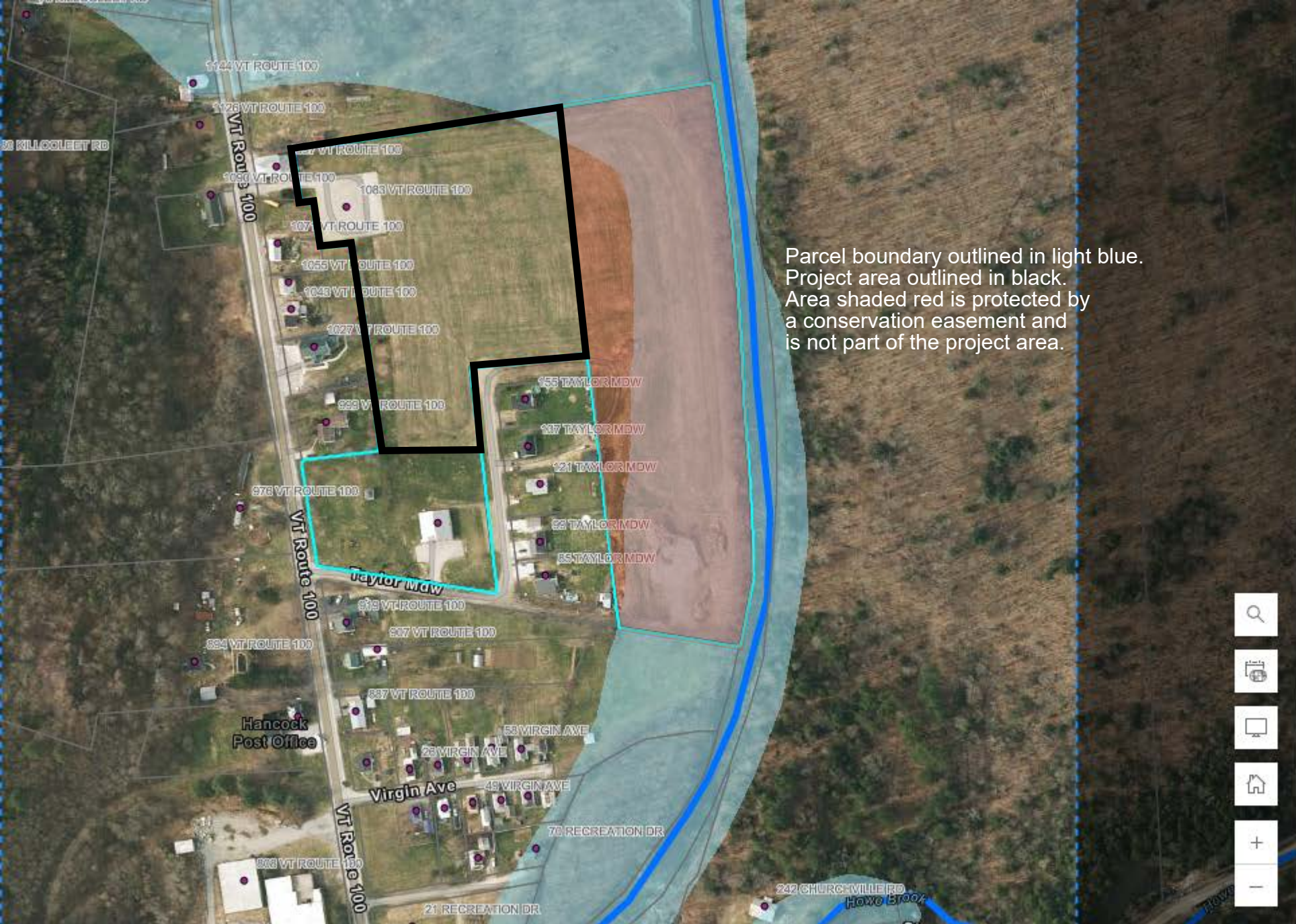
The Town of Hancock is evaluating the feasibility of constructing affordable workforce housing on the Taylor Meadow property, an undeveloped, municipally-owned lot located on VT-100 (Parcel ID 01-2155.100, SPAN: 279-088-10260). A map of the proposed project area is attached to this RFP. The Town doesn't yet have any conceptual designs for development of this property. The number, type, and size of units to be developed, and the locations of buildings on the property, will be determined after feasibility analyses have been completed. The services to be provided pursuant to this RFP do NOT include system design or permitting because the Town doesn't yet have solid plans for future development. **This well/septic evaluation is intended to provide guidance as to the density of development that could potentially be supported on this site.**

The project area, as outlined in black on the attached site map, has an area of roughly 6.6 acres. No ground disturbance may take place outside of the black-outlined area. The FEMA-mapped 100-year floodplain (roughly indicated by the shaded blue area on the attached site map) appears to occupy a small portion of the parcel. However, the blue shading on the project map only shows approximate location; official floodplain boundaries have not been mapped onto parcel lines. No wells or septic fields may be located within the 100-year floodplain.

The town has no land use regulations apart from floodplain regulations, and there is no municipal water or sewer system.

Before any drilling or excavation is undertaken for this study, the firm will be expected to consult with Selectboard members who can provide guidance on access and underground utilities, as well as expectations for filling excavation holes after the investigation is complete.





Parcel boundary outlined in light blue.  
Project area outlined in black.  
Area shaded red is protected by  
a conservation easement and  
is not part of the project area.

Information

Symbology

FLOOD FEMA CARTOONED Addison  
County



Appearance

Visibility

Refresh interval

Feature display order

Custom parameters