



Date: June 26, 2026

Dear Conservation Partners

The Windham County Natural Resources Conservation District has been awarded an Enhancement Design and Implementation Grant by the Mount Ascutney Regional Commission to complete preliminary designs for stormwater and wetland restoration projects at the Southeast Vermont Community Action Facility in Westminster, VT.

The district is issuing an RFP for environmental consultants interested in completing this preliminary design work. Contracted work will include preliminary site analysis to identify site/design considerations, permitting needs and water quality improvement objectives and goals, alternatives analysis that incorporates landowner needs and creation of 30% designs that include synthesis of prior completed project deliverables and cost estimates for final design and implementation work. The consultant will assist the district with identification of necessary permits and work collaboratively with district staff and appropriate state and federal officials to obtain and include project input necessary for all permit approval. Consultant must comply with all appropriate permits and regulations and be fully insured. The following pages include project description, map and required format for proposals. Please note that all work must be completed by September 1, 2027. Firms unable to meet this timeline should not submit alternate proposals, as this funding is contingent upon this timeline. Proposals will be accepted via email at windhamcountynrcd@gmail.com until 5 PM on **Monday, August 5**. For questions or further information, please contact Executive Director Cory Ross at ross.wcnrcd@gmail.com

Sincerely,

Cory Ross

Executive Director, Windham County NRCD

Request for Proposals from the Windham County NRC

SEVCA Stormwater & Wetland Restoration - Preliminary Design

Westminster, VT

Application Schedule

RFP release: June 26, 2026

Proposals Due: July 17, 2026 by 5 PM

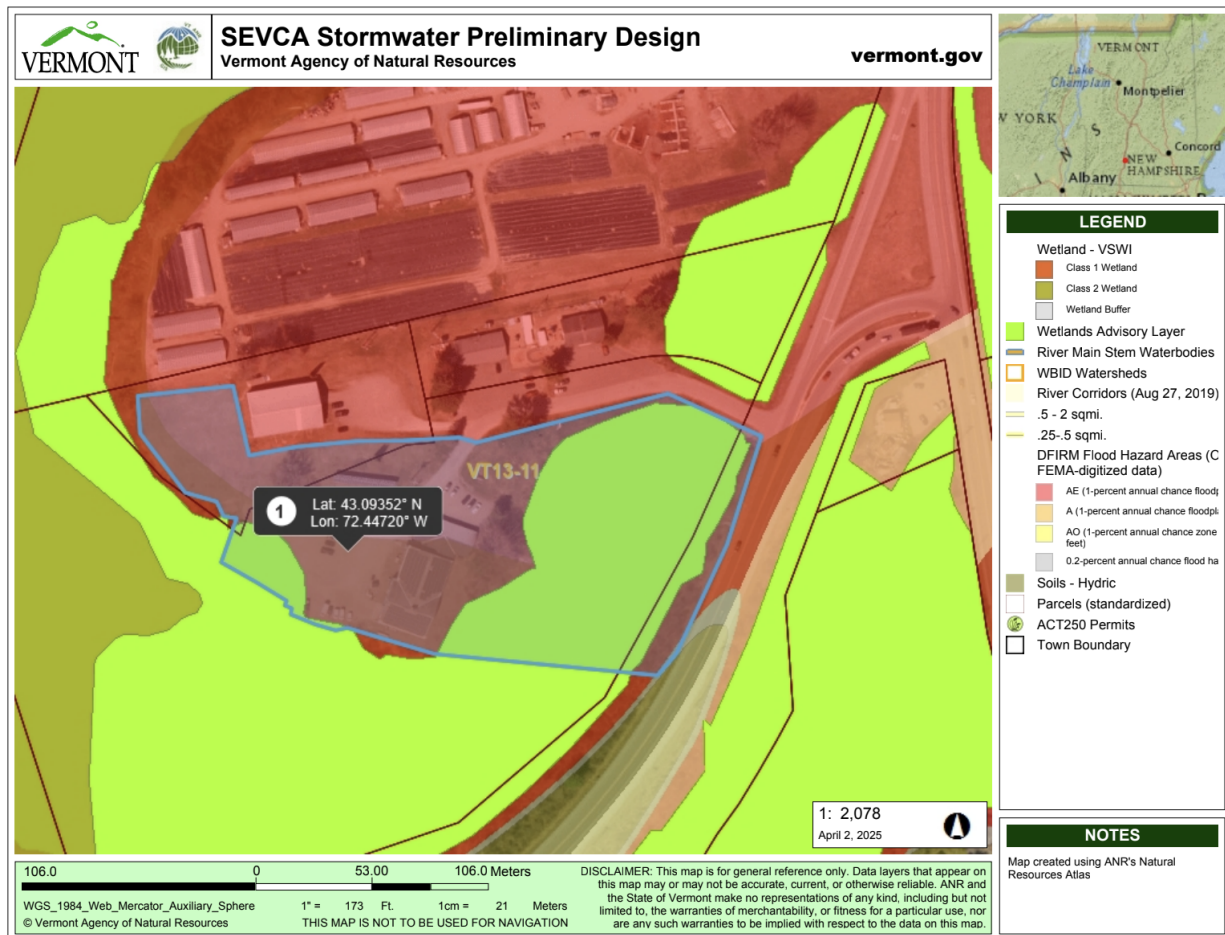
Questions Due: July 3, 2026 by 5 PM

Answers Provided: July 10, 2026

Anticipated Project Start Date: August 15, 2026

Required Project Completion Date: September 1, 2027

Location: Project is located at the Southeastern Vermont Community Action Facility located at 91 Buck Dr, Westminster, VT 05158.



Project History and Description:

Southeastern Vermont Community Action owns and operates on land located adjacent to the Henwood Hill Marsh in Westminster, VT. An initial visit to this project location revealed clear issues related to use and maintenance of SEVCA's parking lot that resulted in stormwater runoff

entering the marsh untreated. Further, SEVCA maintains a large, mowed area in front of the facility that floods regularly. This is an ideal candidate for wetland restoration. The Henwood Hill Marsh is a mapped Class II wetland that has been identified as an impaired waterway by Vermont's Wetlands Program. Their report details multiple factors affecting water quality, including high levels of chloride, sodium, phosphorus and potassium. They also measured high water temperatures and low dissolved oxygen. SEVCA, the community and conservation commission are all very interested in actions to protect and restore this marsh.

TYPE OF DESIGN: The primary purpose of the project is to develop preliminary designs for the installation of stormwater best management practices for this property as well as preliminary designs for wetland restoration at this location if the project team and landowner find this feasible.

Those considering submitting a proposal may request a site visit by contacting Cory Ross at ross.wcnrcd@gmail.com. Any questions about this project may also be directed to Cory Ross. **Questions and requests for a site visit are due by July 3, 2026 by 5 PM**

RESPONSE FORMAT:

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the consultant's interest in working with the district, including identification of the principal individuals that will provide the requested services and a statement of the consultant's qualifications to complete this proposed work.
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.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. An itemized budget for completion of this project broken down by task and individual. This should correspond with item #4.

Selection Process:

The Windham County NRC D Executive Director will review proposals and select project consultant or firm with advice from the District Board of Supervisors. Criteria for selection includes,

but is not limited to: price; applicant's ability to perform within the specified time limits; applicant's experience and reputation, including past performance and demonstrated flexibility; quality of materials and services specified in proposal; applicant's ability to meet other terms and conditions including insurance requirements; applicants overall familiarity with the project area, partners and scope of work. The district reserves the right to accept or reject any or all proposals in whole or in part and to accept other than the lowest price proposal.