

REQUEST FOR QUALIFICATIONS

Town of Norwich – DPW Facility Study and Improvement Recommendation Report

ISSUE DATE:	August 10, 2026	
QUESTIONS DUE BY:	August 25, 2026	4:00 pm
DUE DATE and TIME:	September 10, 2026	4:00 pm

Request for Qualifications:

The Town of Norwich, Vermont is soliciting responses from qualified architectural or engineering firms, or other firms with similar capability, who would be interested in working with the Town to study the existing Norwich DPW facility and subsequently develop plans for future improvements and investment at this site. The facility location is 24-26 New Boston Road, Norwich, VT 05055 with coordinates of latitude 43°44'7.21" North and longitude 72°18'47.64" West.

Introduction and Background:

The Town of Norwich owns an approximately 26-acre parcel of land historically occupied by the Norwich Department of Public Works. This parcel currently supports the Town's Transfer Station facility, the primary DPW building (approximate 7,680 SF) housing both equipment and offices, numerous out-buildings providing miscellaneous storage, and outside areas used for materials and equipment storage.

The Town is interested in contracting with an entity who would provide an initial study and report related to current facility conditions, followed by a more detailed report listing recommendations for future investment and improvements for specific project areas including a preliminary scope of work and cost estimate.

An anticipated second phase of this initiative could involve the same vendor providing more detailed initial plans and cost estimates based on the Town's interest in pursuing one or more of the improvement recommendations.

It is anticipated that the selected vendor will work closely with the DPW Director and Town Manager on this initiative.

Proposal Information:

Responses are due no later than 4:00 pm September 10, 2026.

Questions shall be directed in writing, by 4pm on August 25, 2026, to Brennan Duffy, Town Manager, PO Box 376, Norwich, VT 05055 or bduffy@norwich.vt.us

A site visit is encouraged and can be arranged by contacting the Town Manager.

In order to be considered responsive to this RFQ, each submission shall send an electronic copy labeled Town of Norwich – DPW Facility RFQ Response via email to bduffy@norwich.vt.us by the date stipulated above.

Proposal Expectations and Requirements

Proposals will be evaluated based on responsiveness to the RFQ. Successful companies must demonstrate that they have experience with similar projects, qualified staff, financial resources, and proven ability to provide the services required.

In order to assist in the evaluation process, please include the following information in the proposal:

A. Cover Letter

B. Statement of Capability

1. Contact Information - List the name of the company, address, contact person, phone number, and e-mail address.

2. Team Qualifications – List the names and resumes of team members who would be participating in the work.

3. Firm's Capabilities - Briefly describe three (3) similar projects which your company has completed in the past ten (10) years. Please provide references for each project.

C. Methodology

1. Describe the firm's approach - include steps, timing, general data collection process, analysis, and finished work product for a project of this type.

Town Rights:

The Town reserves the right to negotiate the terms with any and all companies that submit a proposal.

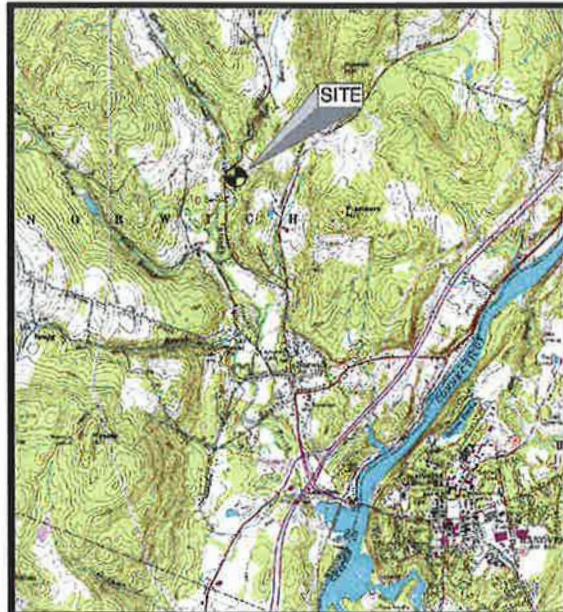
All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the proposer. Revisions to the request for qualifications will be posted on the Town's website. The Town of Norwich reserves the right to modify any technical and submission requirements associated with this request for proposals. The Town of Norwich reserves the right to reject any or all proposals or to award contracts in whole or in part, if this is held to be in the Town's

best interest.

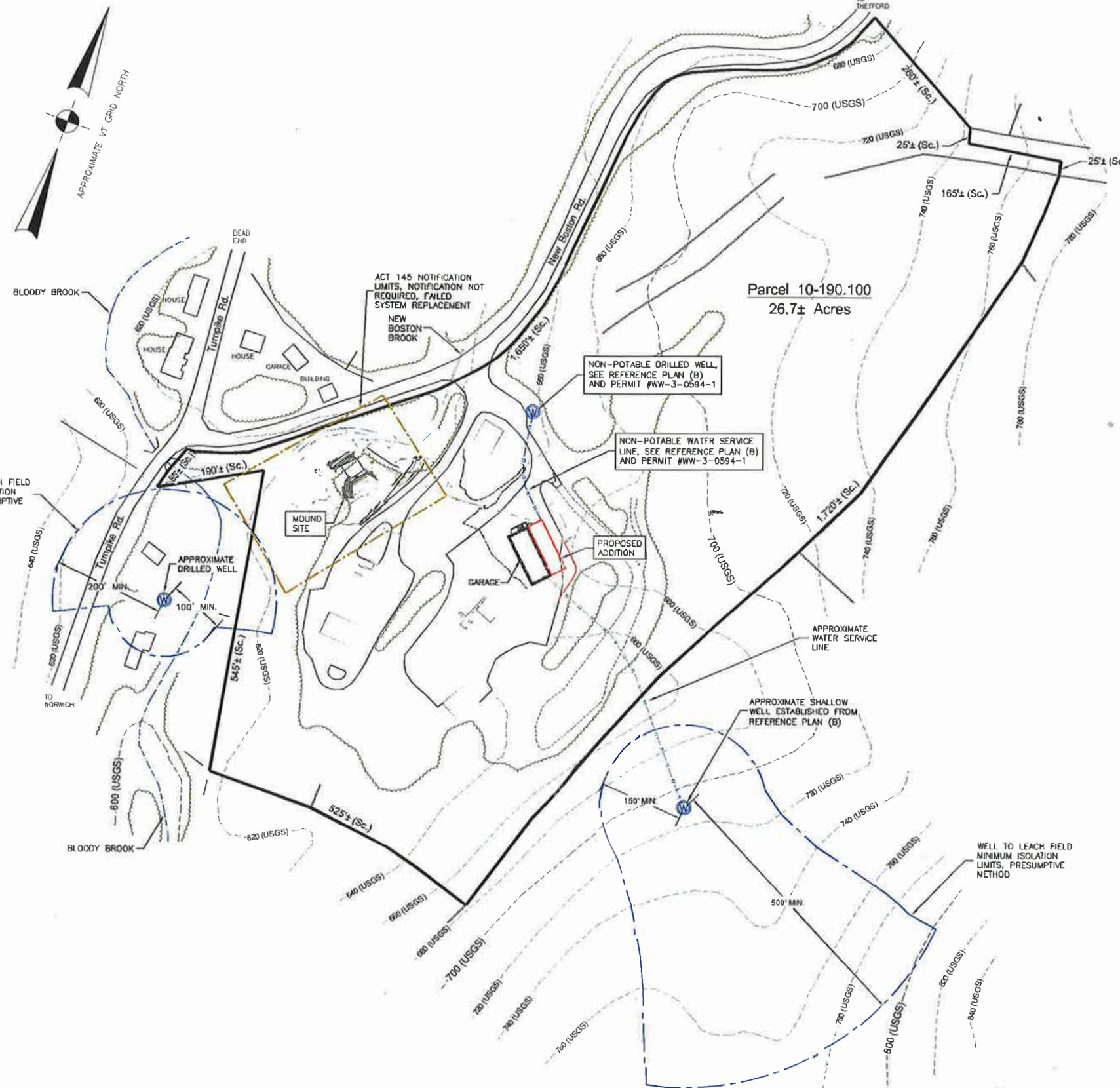
All plans, data, reports, and materials, in digital and hard copy form, used or created for this project will be delivered to and become the property of the Town upon completion.

Addenda:

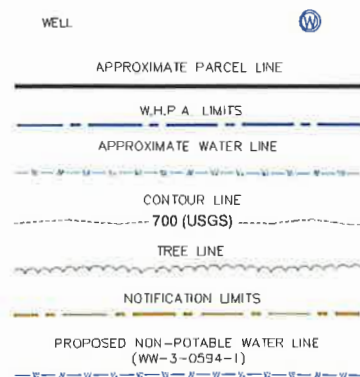
- 1) DPW Facility Site Plan
- 2) DPW Building Plan and Elevations Sketch



Project Location Map



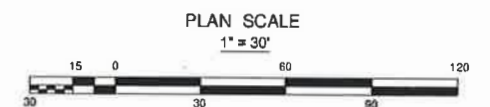
Legend



- NOTES**
- THIS PLAN IS A COMPOSITE MAP PREPARED FROM REFERENCE PLANS PROVIDED BY THE OWNER OF RECORD. A LIMITED GPS AND FIELD SURVEY WAS CONDUCTED TO VERIFY EXISTING TOPOGRAPHIC CONDITIONS.
 - FURTHER, THIS PLAN IS INTENDED FOR PERMITTING PURPOSES ONLY. PARCEL LINES, EASEMENTS AND OTHER LINES REPRESENTATIVE OF POSSIBLE OWNERSHIP SHOWN ON THIS PLAN ARE FOR PERMITTING PURPOSES ONLY. THEY DO NOT DEFINE LEGAL RIGHTS OR MEET THE LEGAL REQUIREMENTS OR STANDARDS FOR A BOUNDARY SURVEY PLAN AS DEFINED IN 26 V.S.A. 2502(4) AND SHALL NOT BE USED AS THE BASIS OF ANY LAND TRANSFER, EASEMENT OR ESTABLISHMENT OF PROPERTY RIGHTS AND OR REQUIRED SETBACKS THEREFROM.
 - REFERENCE PLANS:
 - (A) REPLACEMENT SEPTIC DESIGN FOR TOWN OF NORWICH TOWN GARAGE - NEW BOSTON ROAD - NORWICH - VERMONT SCALE: 1" = 20', DATED: 10/11/2000 PROJECT NO. 148100, BY: HATHORN SURVEYS, INC.
 - (B) SITE PLAN, TOWN GARAGE, NEW BOSTON ROAD, NORWICH, VERMONT SCALE: 1" = 40', DATED: MAY 2, 2003 BY: AMERICAN CONSULTING ENGINEERS AND SURVEYORS
 - (C) EXISTING CONDITIONS SITE PLAN, TOWN GARAGE, NEW BOSTON ROAD, NORWICH, VERMONT SCALE: 1" = 60', DATED: SEPTEMBER 23, 2010 BY: AMERICAN CONSULTING ENGINEERS AND SURVEYORS
 - 1' CONTOUR INTERVALS TAKEN FROM REFERENCE PLAN (A) AND REFERENCED TO AN ASSUMED DATUM.
 - NORTH REFERENCED TO APPROXIMATE VT GRID NORTH.
 - EXISTING UTILITIES HAVE NOT BEEN VERIFIED OR LOCATED. ALL PREVIOUSLY INSTALLED WASTEWATER DISPOSAL IMPROVEMENTS TO BE VERIFIED AND TESTED IN ACCORDANCE WITH THE RULES.
 - CONTRACTOR SHALL CONTACT INVOLVED UTILITIES AND MAKE ARRANGEMENTS TO HAVE LINES ACCURATELY MARKED AND COORDINATE THEIR RELOCATION AND OR STABILIZATION THROUGH CONSTRUCTION.
 - CONTRACTOR SHALL NOTIFY THE DESIGNER PRIOR TO CONSTRUCTION OF ANY DISCREPANCIES BETWEEN FIELD DATA AND PLANS. CONSTRUCTION SHALL NOT COMMENCE UNTIL AUTHORIZED BY THE DESIGNER IN THE EVENT OF DISCREPANCIES.
 - CONTRACTOR SHALL ENSURE THAT ALL CONSTRUCTION IS CONDUCTED IN ACCORDANCE WITH THE VERMONT "LOW RISK" SITE HANDBOOK FOR EROSION PREVENTION AND SEDIMENT CONTROL.
 - TOPOGRAPHIC DATA OUTSIDE OF PROJECT 5 FOOT CONTOUR LIMITS TAKEN FROM REFERENCE PLANS (B) AND (C), AND THE V.C.G.I. ONLINE DATABASE.

DIG-SAFE
AS REQUIRED BY 30 V.S.A. § 7004, NO PERSON SHALL ENGAGE IN EXCAVATION ACTIVITIES WITHOUT FIRST GIVING AT LEAST FORTY-EIGHT (48) HOURS NOTICE TO DIG-SAFE. MILLBROOK DESIGN, LLC HAS NOT VERIFIED THE EXISTENCE AND/OR LOCATION OF ANY UNDERGROUND UTILITIES.

1-888-DIG-SAFE



REV.	DESCRIPTION	BY:	DATE:

PERMIT PLAN

Overall Sketch Plan

Town of Norwich

Town Highway Garage, New Boston Road, Norwich, Vermont

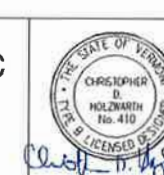
Millbrook Design, LLC

LAND USE CONSULTING, DESIGN AND PERMITTING

15 BRIDGE STREET • WINDSOR • VERMONT 05089

TEL/FAX: (802) 674-2202

EMAIL: MILLBROOK.DESIGN@COMCAST.NET



DRAWN BY: C.D.H.

CHECKED BY: C.D.H.

DATE: 1/06/2016

PROJECT: 2016_885

DWG NAME: 2016_885

C1

SHEET NUMBER

NOTES

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- TOPOGRAPHIC DATA OUTSIDE OF PROJECT 1 FOOT CONTOUR LIMITS TAKEN FROM REFERENCE PLANS (B) AND (C), AND THE V.C.G.I. ONLINE DATABASE.
- NEW WORK IDENTIFIED BY: **NEW WORK**

Legend

- WELL
- BENCHMARK
- DRY HYDRANT
- UTILITY POLE
- TREE
- TEST HOLE
- BORE HOLE
- UNPERMITTED CLEAN-OUT
- PROPOSED CLEAN-OUT
- APPROXIMATE 100 YEAR FLOOD PLAIN
- APPROXIMATE RIGHT OF WAY
- W.H.P.A. LIMITS
- APPROXIMATE WATER LINE
- APPROXIMATE OVERHEAD UTILITIES
- CONTOUR LINE
- TREE LINE
- UNPERMITTED CONTOUR LINE (WW-3-0594-1)
- UNPERMITTED SEWER LINE (WW-3-0594)
- PROPOSED SEWER LINE
- PROPOSED NON-POTABLE WATER LINE (WW-3-0594-1)

TEST HOLE #1A
ROY G. HATHORN, C.S.T. 124
SEPTEMBER, 2000
0-15" SETLY LOAM
15-27" SETLY GRAVEL
27-36" V. STONEY SANDY GRAVEL
S.H.W.T.: 27" (MOTTLES)
WATER: NO WATER TO DEPTH
LEDGE: NO LEDGE TO DEPTH
PERC. RATE: 1" / 10 MIN. @ 20"

TEST HOLE #2A
ROY G. HATHORN, C.S.T. 124
SEPTEMBER, 2000
0-25" SETLY LOAM
25-46" STONEY GRAVEL
46" V. STONEY SANDY GRAVEL
S.H.W.T.: 32" (ROOTS)
WATER: NO WATER TO DEPTH
LEDGE: NO LEDGE TO DEPTH
PERC. RATE: 1" / 7 MIN. @ 20"

MOUND DISPOSAL SYSTEM TO BE SEED WITH WINTER MIX, COVERED WITH 6" LOOSE LAYER MULCH AND RESEED IN SPRING WITH PERENNIAL GRASS SEED MIX. (COMPLETED IN SUMMER 2002.)

TBM #1318
P.K. NAIL IN BASE 12" DECID.
ELEVATION: 388.30'
(SEE REFERENCE PLAN A)

BORE HOLE #1
C.D. HOLZWARTH, L.D. 410
12/31/2015
0-8" F.S.L. (GRN.Y.)
TO 10" 3/4" GRN./V. FRL.
8-24" F.S.L. 2 1/4" GRN. - SUB. AND BLKY. V. FRL.
24-36" SANDY GRAVEL TO 10" 3/4"
S.H.W.T.: NONE TO DEPTH
WATER: NO WATER TO DEPTH
LEDGE: NO LEDGE TO DEPTH
PERC. RATE: 1" / 5 MIN. @ 20" (AT 1440 MIN.)

BORE HOLE #2
C.D. HOLZWARTH, L.D. 410
12/31/2015
0-8" F.S.L. (GRN.Y.)
TO 10" 3/4" GRN./V. FRL.
8-24" F.S.L. 2 1/4" GRN. - SUB. AND BLKY. V. FRL.
24-36" SANDY GRAVEL TO 10" 3/4"
S.H.W.T.: NONE TO DEPTH
WATER: NO WATER TO DEPTH
LEDGE: NO LEDGE TO DEPTH
PERC. RATE: 1" / 5 MIN. @ 20" (AT 1440 MIN.)

GRASS LINED STORMWATER DIVERSION DITCH TO BE SEED WITH WINTER MIX, MULCHED AND RESEED IN THE SPRING WITH PERENNIAL GRASS SEED MIX. (COMPLETED IN SUMMER 2002.)

SITE MODIFICATION, SLOPE TO 1:3 AND SEED WITH WINTER MIX, COVER WITH MULCH AND SEED IN SPRING AS REQUIRED WITH PERENNIAL GRASS SEED MIX. (COMPLETED IN SUMMER OF 2002.)

48" I.S. DIAM. PRECAST CONCRETE PUMP STATION (INSTALLED SUMMER 2002.)

4" SCH 40 PVC OR D.I. CLEAN-OUT (INSTALLED SUMMER 2002.)

1,000 GALLON PRECAST CONCRETE SEPTIC TANK WITH ACCESS RISERS AND EFFLUENT FILTER. (INSTALLED SUMMER 2002.)

4" SCH 40 PVC OR D.I. EFFLUENT LINE, MIN. SLOPE = 1/8" PER FT. (INSTALLED SUMMER 2002.)

INV. IN: 392.25± (TO BE VERIFIED PRIOR TO CONSTRUCTION.)

(145±) 4" SDR 18 PVC OR CLASS 52 D.I. SLOPE: 1/4" / FT. MIN.

NOTE!
EXISTING SEPTIC/ HOLDING TANK TO BE LOCATED, PUMPED AND BACKFILLED WITH FLOWABLE FILL

MIN. INV. OUT: 395.3± (TO BE VERIFIED PRIOR TO CONSTRUCTION.)

PLAN SCALE
1" = 20'



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1-888-DIG-SAFE

Parcel 10-190.100
26.7± Acres

REV.	DESCRIPTION	BY:	DATE:

PERMIT PLAN

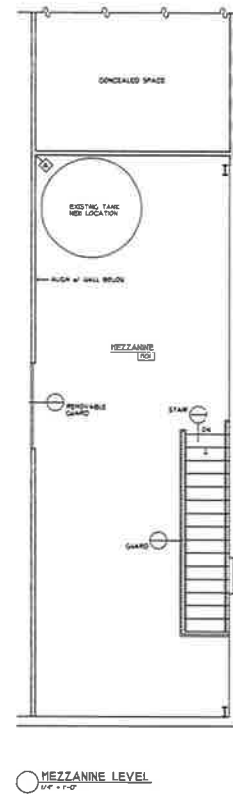
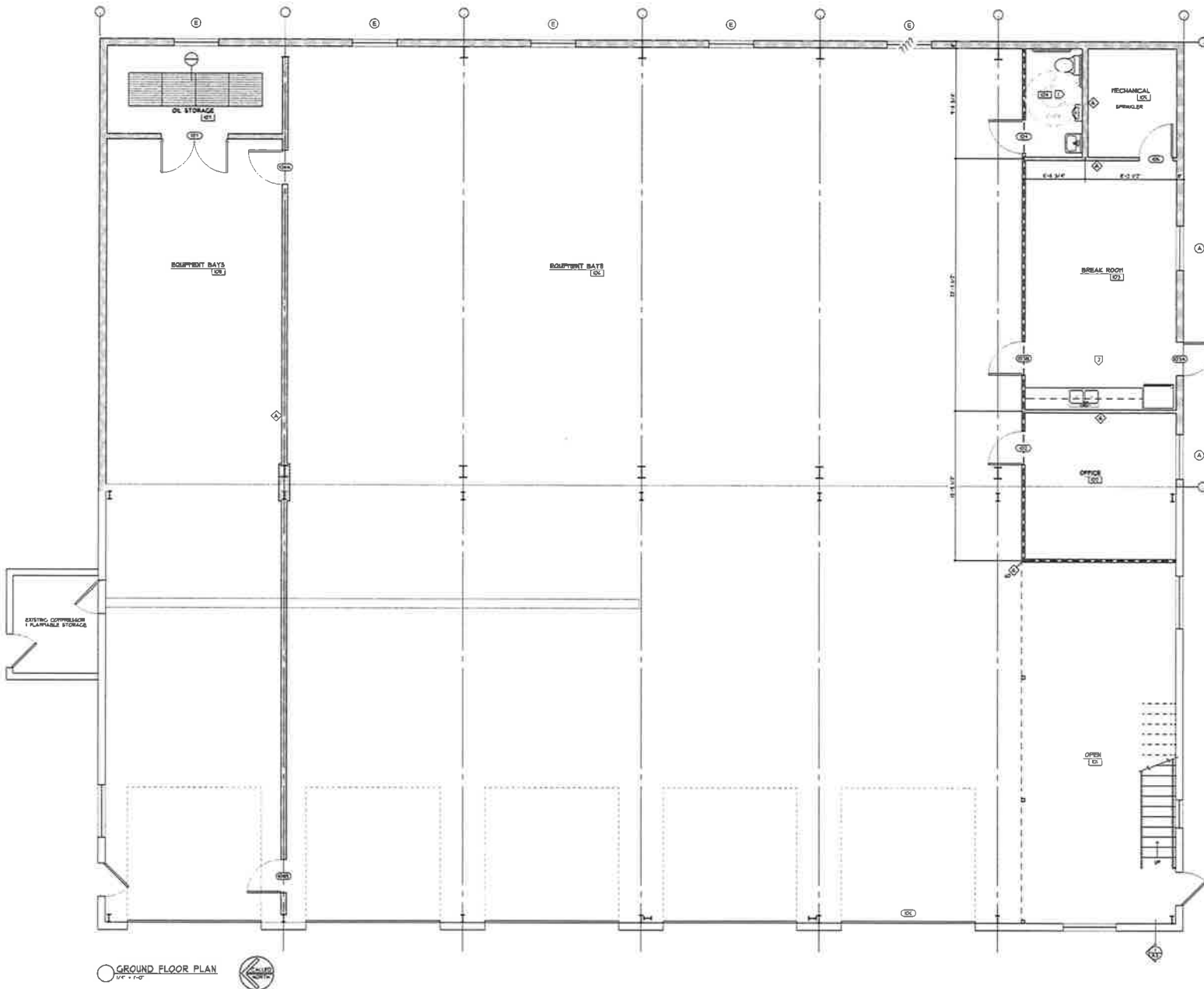
Site Plan
Town of Norwich
Town Highway Garage, New Boston Road, Norwich, Vermont

millbrook Design, LLC
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EMAIL: MILLBROOK.DESIGN@COMCAST.NET



DRAWN BY: C.D.H.
CHECKED BY: C.D.H.
DATE: 1/06/2016
PROJECT: 2016_885
DWG NAME: 2016_885

C2
SHEET NUMBER



N.B.F.
ARCHITECTS
24 1/2 Center St. Rutland, Vermont 05701
Phone: 802 775-3168

Addition to
Norwich Public Works Facility
26 New Boston Road
Norwich, Vermont

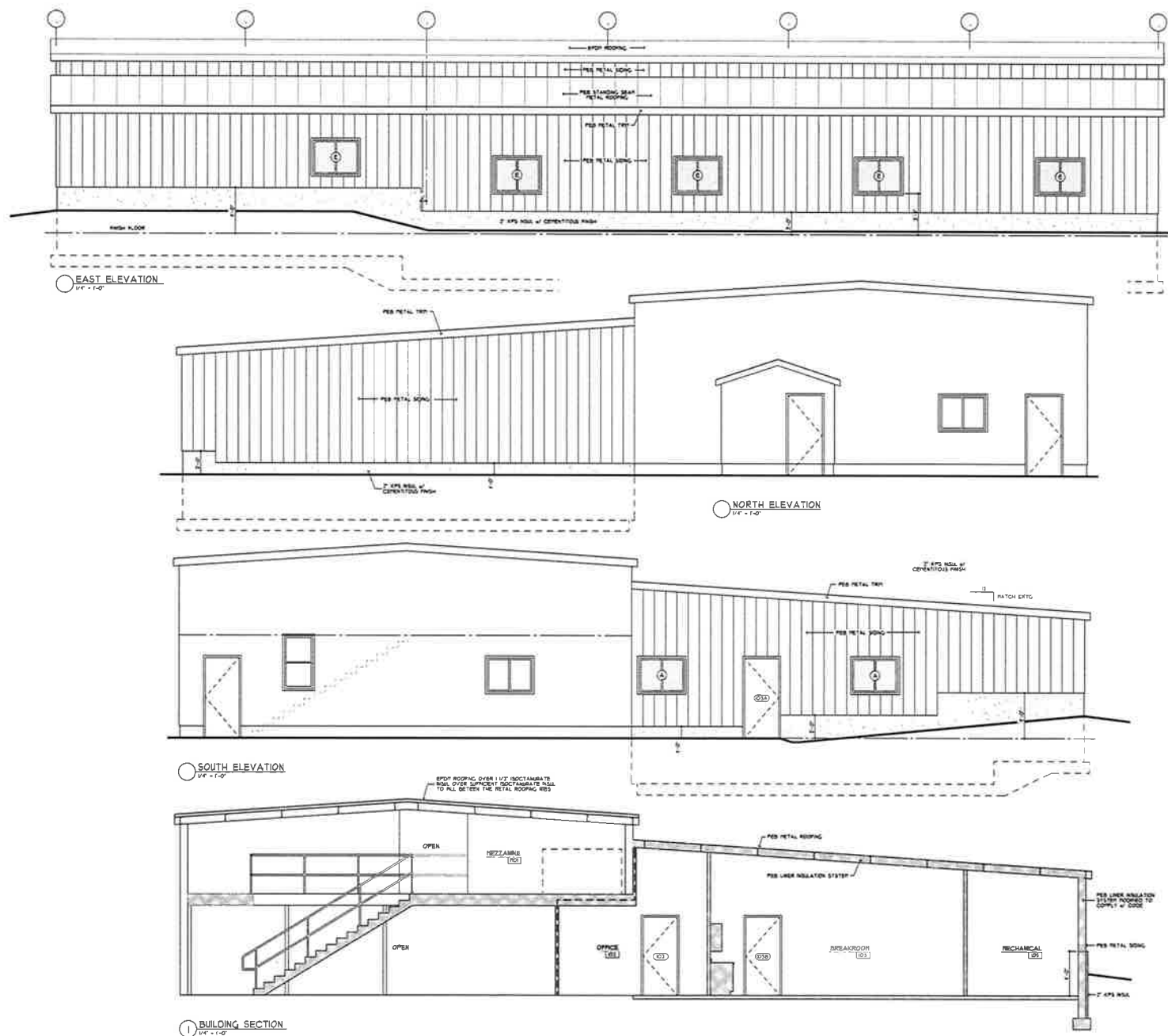
5/1/11
Date: TIESCO DESIGN
Revised Plan

PLAN

Drawing Title

A2

Drawing Number:
Job File Number: 173



N.B.F.
ARCHITECTS

24 1/2 Cedar St Rutland, Vermont 05701
Phone: 802 775-3168

Addition to
**Norwich Public
Works Facility**

26 New Boston Road
Norwich, Vermont

5/1/11
Date: HESCO DESIGN
Issued For

ELEVATIONS
SECTIONS

Drawing Title

A3

Drawing Number
Job File Number: 1713