

**East Hardwick Neighborhood Organization (EHNO)  
LVRT Trailhead Project**

**Request for Proposals for  
Design Engineering Services for Trailhead Improvements.**

Issue Date: 9/23/2025

Proposal Submission Deadline: 10/10/2025

Project Contact: Irene Nagle, EHNO Co-Chair

Contact Email: [ehneighborhood@gmail.com](mailto:ehneighborhood@gmail.com)

Contact Phone: 802-535-6435

**1. Introduction**

The East Hardwick Neighborhood Organization (EHNO) is seeking proposals from qualified engineering firms to provide design documents for improvements to be made within a leased area of the Lamoille Valley Rail Trail (LVRT) in East Hardwick Village, Town of Hardwick. The project site is located at the intersection of Stevens Lane with the LVRT. The project design will need to conform to the May 2023 *Lamoille Valley Rail Trail Trailside Facility Design Guidelines* found at <https://railtrails.vermont.gov/>

**2. Project Background**

EHNO received a Recreational Trails Program grant from the Vermont Department of Forests, Parks and Recreation in order to complete trailhead improvements in East Hardwick based on a 2023 concept plan produced by Wall Consultant Group (WCG). At the time of the concept plan design, the potential for wetlands to be located within the project area was noted; however, a wetlands investigation conducted in August of 2025 determined that there are no wetlands within the project area. It is anticipated that initial site work will begin in the late fall of 2025, with all site improvements completed in the late Spring/early summer of 2026.

**3. Scope of Work**

The selected engineering firm will:

- a. Prepare detailed drawings and specifications suitable for obtaining local and state approvals and obtaining contractor bids, for the following site improvements:
  - An approximate 28' x 40' aggregate trailhead pad which will accommodate a bike rack, a bike repair station, footings for a trailhead kiosk sign, a smaller interpretive sign (specs for signage attached), as well as footings for an approximate 10' x 20' open-sided pavilion, under which will be placed an accessible picnic table.
  - A 31' x 23' aggregate pad adjacent to the town road Stevens Lane for one or two accessible parking spaces, depending on space requirements.
  - Appropriate erosion control measures.
  - Ensure compliance of design with local Hardwick zoning and with Vtrans requirements for trailside facilities.
- b. Identify and prepare all necessary permit applications in coordination with local and state agencies.
- c. Provide a detailed cost estimate for site work to be bid.
- d. Provide on-site engineering support during construction (optional).

**4. Proposal Requirements**

Interested firms should submit a proposal that includes the following elements:

- a. Cover Letter Briefly summarizing the firm's interest in the project and highlight relevant qualifications.
- b. Firm Qualifications
  - Overview of the firm's experience with similar projects.
  - Key personnel and their roles, qualifications, and relevant project experience.
- c. Project Approach
  - Outline the approach to completing each component of the scope of work.
  - Proposed methodologies cost estimation.
- d. Proposed Project Schedule
  - Provide a timeline for the project, including timing of local and state permits/approvals.
- e. Cost Proposal
  - Submit a comprehensive cost proposal, including optional construction oversight.
- f. References
  - Include three references from similar projects, with contact information.

## 5. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Experience and Qualifications
- Approach and Methodology
- Project Timeline
- Cost Proposal: Reasonable and competitive pricing for the services provided.
- References: Positive feedback from previous clients on similar projects.

For EHNO's general procurement policies, see

<https://ehno5.wordpress.com/wp-content/uploads/2025/07/ehno-procurement-policy.7.15.2025.pdf>

## 6. Proposal Submission Instructions

- Please submit proposals in PDF format via email to Irene Nagle, EHNO Co-Chair [ehneighborhood@gmail.com](mailto:ehneighborhood@gmail.com) with the subject line: "RFP for LVRT Trailhead"
- Proposals must be received by 5 pm on October 10, 2025. Late submissions will not be considered.
- Small businesses, minority-owned firms, and women's businesses are encouraged to submit a proposal.

## 7. Questions and Clarifications

- Any questions regarding this RFP should be directed to Irene Nagle at [ehneighborhood@gmail.co](mailto:ehneighborhood@gmail.co) by Friday October 3, 2025.

## 8. Terms and Conditions

- EHNO reserves the right to reject any or all proposals, or to accept a proposal in whole or in part, at its discretion.
- All submitted materials become the property of EHNO and may be used in the selection process.
- This RFP does not commit EHNO to award a contract or to pay any costs incurred in the preparation of a proposal.

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**EXHIBIT A**  
**Town of Hardwick Trailhead & Parking Area**



# **EXHIBIT A** **Town of Hardwick Trailhead & Parking Area**

