

Request for Qualifications (RFQ)

Environmental Assessment Compliant with

Northern Borders Regional Commission (NBRC) Catalyst Grant

Date Issued: Tuesday, May 19, 2026

Proposals Due: Friday, June 12, 2026

Overview

The City of Vergennes is soliciting proposals from qualified engineering and environmental consulting firms to complete a **National Environmental Policy Act (NEPA) Environmental Assessment (EA)** specifically for a project funded by the Northern Borders Regional Commission (NBRC) Catalyst Grant Program. The description of the NBRC-funded project is included below.

The selected firm will be responsible for preparing all required environmental review documentation in accordance with NBRC guidance, federal NEPA requirements, National Historic Preservation Act Section 106 requirements, and all relevant and applicable federal, state, and local regulations. The selected consultant contract will be subject to applicable federal procurement standards (e.g., 2 CFR 200, Appendix II).

The selected consultant will coordinate with the municipal staff, Addison County Economic Development Corporation (ACEDC) staff, Vergennes consultant engineering firm(s), and The Clark Group (environmental consultants for NBRC) to complete the Environmental Assessment.

Project Background & Need

In 2026, the City of Vergennes was awarded an NBRC Catalyst Grant to support the construction of an approximately 1,280-foot city street, sidewalks, and underground utilities to serve Vergennes North, a new neighborhood providing 74 units of desperately needed workforce housing.

Scope of Work

The selected consultant shall provide all professional services and expertise necessary to complete a compliant NEPA Environmental Assessment and obtain NBRC environmental clearance. Tasks include, but are not limited to:

Environmental Assessment Preparation

- Complete the NBRC EA template in its entirety. The template is found at the following URL:
 - [Environmental Assessment](#)
- Prepare required alternatives analysis, narratives, impact analyses, and provide all relevant and applicable supporting documentation.

Federal Environmental Compliance Reviews

- Conduct and document Section 106 Historic Preservation review and coordination, if applicable.
- Complete the 8-Step Decision-Making Process for Floodplain and Wetlands, if applicable.
- Section 7 endangered species review, *if required*.

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Environmental Consultant Services to complete an NEPA Environmental Assessment in accordance with NBRC guidance and federal regulations.

- Address Environmental Justice considerations. Please review the revocation of multiple Executive Orders pertaining to EJ ([Initial Rescissions of Harmful Executive Orders and Actions](#)). This article (Paragraph 7) may provide some additional information that may be useful reference with respect to NEPA Section 102(1): [What's Left of Federal Environmental Justice](#)
- Identify any additional cross-cutting environmental regulatory requirements if applicable.

Stakeholder Coordination

- Coordination with municipal, county, or State staff if required in addition to NBRC's environmental staff.
- Prepare and submit consultation materials to the appropriate State Historic Preservation Officer, United States Fish and Wildlife Service, and other federal or state regulatory agencies, as required.
- Timely response to agency and NBRC review comments.

Public Notice and Comment Process

- Prepare required public notices.
- Support public comment period and documentation of comments received.
- Prepare written responses to comments as necessary.

Finalization and Clearance

- Prepare and incorporate all revisions into the Final EA.
- Prepare a Finding of No Significant Impact (FONSI), Finding of No Practicable Alternative (FONPA), or recommendation for an Environmental Impact Statement, if applicable.
- Support NBRC review process through final approval.

Deliverables

The consultant shall provide the following deliverables:

- Draft Environmental Assessment using NBRC's required template. Please find the template at the following URL:
 - [NBRC Environmental Assessment Template](#)
- Administratively complete and organize Administrative Record (digital format), including but not limited to:
 - Consultation letters
 - Agency correspondence
 - Technical studies
 - Site plans and maps
 - Photographic documentation
 - Public notices and comment documentation
- Final EA incorporating NBRC comments
- Documentation sufficient to obtain NBRC-issued NEPA approval

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All deliverables shall be provided in electronic format suitable for submission to NBRC no later than 5 p.m. on Friday, October 2, 2026.

Proposal Submission Requirements

Interested consultants shall submit the following:

- Cover letter expressing interest and demonstrating understanding of the project.
- Description of firm qualifications and relevant experience preparing NEPA Environmental Assessments, particularly for NBRC or similar federal funding programs.
- Description of proposed technical approach and methodology.
- Proposed project schedule with key milestones.
- Proposed project budget detailing all costs, activities, and milestones.
- At least three (3) examples of comparable NEPA EA projects completed within the past five years.

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience conducting NEPA Environmental Assessments.
- The firm must have a minimum of one staff member who meets the federal definition and qualifications of an Environmental Professional under [40 CFR Part 312.10](#) supervising the preparation and finalization of the Environmental Assessment
- Experience with NBRC or similar federal funding programs
- Quality and clarity of proposed approach
- Ability to meet project timeline
- Cost reasonableness and overall value
- References and past performance

Submission Instructions

Submit proposals in PDF format via email to Richard Worsman at rworsman@addisoncountyedc.org before 5 p.m. on June 12, 2026. Late proposals will not be considered.

Questions

Direct all questions in writing via email to Richard Worsman at rworsman@addisoncountyedc.org before 5 p.m. on May 29, 2026. Responses to all questions will be posted at [Q&A | RFQ: NBRC - Compliant NEPA Environmental Assessment](#) no later than June 5, 2026.

The City of Vergennes is an Equal Opportunity Employer. This procurement is subject to federal requirements under 2 CFR Part 200.

