

VILLAGE OF SWANTON
REQUEST FOR QUALIFICATIONS
HYDRO CONSULTANT SERVICES

Evaluation of Existing Conditions of Swanton Village Hydro Facility and Equipment for Capital Planning Project

To: Consultant Firms with Hydro Generation Facility Expertise

From: William Sheets, Swanton Village Manager

Date: September 2025

RE: Creation of Capital Expenditure Plan for Hydro Generation Facility.

OVERVIEW

The Village of Swanton hereby request Statements of Qualifications from qualified consulting firms to assist in the development of a Capital Investment Plan for the Swanton Village Electric Department (SVED) with focus on the Orman E. Croft Hydro Generation Facility located in Highgate Falls, Vermont. The SVED must prepare for budgeting for necessary resiliency and efficiency improvements to meet the needs of their customers for the coming decades. This project is funded by an Agency of Commerce and Community Development (ACCD) Vermont Community Development Program (VCDP) Planning Grant utilizing HUD funding. All aspects of the project must follow state and federal grant requirements, as well as the Village of Swanton's Grant Management and Procurement Policy.

The Village of Swanton is a municipality in Northwestern Vermont with approximately 2,500 residents. The Village has 42 full-time employees and operates Police, Public Works, Electric, Water, and Sewer Departments and supports a volunteer Fire Department. The Village of Swanton owns and operates the Swanton Electric Department (SVED) which has been serving customers since 1894. The SVED serves approximately 3,800 customers in Swanton Village, Swanton Town, Highgate and 5 non-residential customers in St. Albans Town with low cost, safe, efficient, reliable electricity. Maintaining these valuable energy services is critical to the social and economic welfare of the rural, designated low- and moderate-income Northern Vermont communities served by SVED.

SVED's overall system includes a hydroelectric project and a transmission/distribution system. The Village owned hydroelectric project provides approximately 75% of all the annual energy utilized by customers and acts to stabilize rates. The remaining energy supply is purchased from outside sources at varied costs.

The Hydro Facility has critical system needs, including aging infrastructure which requires investment to continue to remain efficient and reliable. This funding would support a full asset evaluation, prioritization of needs, and associated estimates to serve as the foundation for strategic investment planning and grant applications. In addition, there is a timely need to capture and document critical knowledge from essential employees who are retiring.

A. Budget

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This project is funded by an Agency of Commerce and Community Development Planning Grant with a total project budget of \$60,000.

B. Project Timeline

This project must be completed within 20 months of the date of selection of consultant.

C. Scope of Work

Work Products:

- SVED Hydro Facility Infrastructure Condition and Opportunity Assessment
- Risk Adjusted Capital Projects Plan
- Prioritization and Implementation Plan
- Knowledge Transfer Instrument

Work Phases:

Identify Existing Conditions- Assess and catalog the current conditions of the SVED Hydro Facility and create a comprehensive list of existing deficiencies. This assessment phase will require communication with the Hydro Plant Supervisor and SVED Foreman, review of system plans, review of recently gathered information on repairs to turbines, building foundations, dam, etc. This phase will include review of existing systems and procedural documentation. This phase will also include coordinating inspections by pertinent experts to determine needs and costs.

Prioritize System Needs- Create a ranking of system needs from the information gathered. This phase will require conversations with the Hydro Plant Supervisor, SVED Foreman to ensure the planning visions for each department are factored into the goals identified in this study. This phase will also include interactions with industry experts and suppliers to determine preferred options, lead times, permitting requirements and other factors valuable to the planning process.

Prioritize Knowledge Transfer Actions- Identify needs for knowledge transfer and determine the most critical steps for documenting institutional knowledge to ensure continuity and resiliency of the SVED.

Estimate Improvement Expenses- Create an estimate of necessary task for each identified issue for Capital Budgeting and use in grant applications.

Final Report- All information created in this project shall be compiled into a report that can be easily understood by employees and the general public and must reference the funding agency in the introduction. Three hard copies of the report shall be provided along with the electronic version. A final presentation of information to the staff and at a public meeting is also required.

D. Qualification

Firm-

- Provide a brief description of your firm's size, capabilities, people, and business approach.
- Provide evidence of financial strength and manpower required to complete the project.

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- Provide a list of three customers and three trade references. Include addresses and telephone numbers.
- Describe the extent of your firm's experience involving comparable projects.

Team-

- Describe how you will structure your team and identify who the key members will be. Provide resumes and relevant experience of each.
- Provide evidence of estimating accuracy. Provide an example estimate on a similar past project.
- Provide evidence of your capacity to dedicate staff to completing this project on schedule.
- Provide a copy of your insurance coverage.

E. Services-

- Describe your approach to this project.
- Explain the staff involved in each phase of the project.
- Estimate the hours dedicated to each phase of the project.
- Explain your method for gaining information on the existing infrastructure.
- Share your past experience with similar projects.
- What do you expect for challenges with this project and how will you manage those difficulties?

F. Evaluation and Selection Process-

A proposed schedule of the selection process is below but subject to change:

- Proposals are due October 3, 2025 @ 4:00 p.m.
- Proposals will be reviewed by the Committee by October 10, 2025
- Interviews will be held in the week of October 13, 2025
- Selections will be made by October 20, 2025

The Village of Swanton reserves the right to accept, reject, or seek modifications to any response.

PROPOSAL DUE

Responses to this RFP are due by 4:00 p.m., OCTOBER 3, 2025

Late responses will NOT be considered.

Responses shall be provided in PDF documents and submitted via email to Heidi Britch-Valenta at hbvalenta@swanton.net.

Questions- Contact Grant Specialist / Project Coordinator hbvalenta@swanton.net or 802-582-0253.

Minority and women owned businesses are encouraged to submit a proposal.