

Request for Proposals
Comprehensive Update of the Warren Town Plan
Town of Warren, Vermont
Issued: February 16, 2017
Proposal Due: March 7, 2017

PROJECT DESCRIPTION

Overview

The Town of Warren, VT is requesting proposals from qualified consultants to assist its Planning Commission in developing a user-friendly town plan. The consultant will complete a comprehensive review of the existing Warren Town Plan and provide clear narratives, goals, policies and actions that reflect Warren's community profile and community-defined priorities and ensure conformance with current state statute.

Context and Background

The current Warren Town Plan was written in 2001, updated in 2006, and updated again in 2011. It expired in May, 2016. While an effective town plan for its time, it has lagged in its ability to articulate the town's needs of today. To be relevant, and therefore effective, the plan requires the most readily available community statistics, thoughtful analysis and community feedback on pressing planning issues as expressed by both Warren and the VT Legislature. The Town has been engaged in a thorough update of its 2011 Town Plan in the ensuing years, approving a completely overhauled Energy section in September, 2015 (Chapter 5: Power to the People), and substantially completing an update to its natural and cultural resources section (Chapter 3: Sense of Place). The Planning Commission wants to complete a full update of its Town Plan within the next year, incorporating the same level of depth, thoughtfulness and engagement that have utilized in its most recent chapter updates. In addition to a review and update across all chapters of the town plan, the PC has identified three pressing community matters in need for in-depth analysis: economy, housing and resilience. Thankfully, it has a leg up on these important sections. Through its support of the Mad River Valley Planning District, Warren has been a key participant in watershed-wide planning work in these specific topic areas over the past five years. The Town of Warren is looking forward to building off this body of relevant planning work, which includes the MRV Economic Study (2014) and Vision & Vitality Workshop Series (2015), MRV Data Report (2016) MRV Housing Study (2016), Disaster Recovery & Long-Term Resilience Planning in Vermont, U.S. EPA Smart Growth Implementation Assistance Project - Policy Memo for the Mad River Valley (2014), VT Downtown Action Team Report – Warren Village (2014), and A Framework for Action on Stormwater: Ridge to River Phase 1 Final Report (2016). The PC is looking to further analyzing these studies, developing municipally appropriate policy and direction in its Town Plan update. The regional approach and depth of these planning studies will ensure that the Warren Town Plan will have not only a thoughtful and logical foundation, but is also integrated and supportive of its neighboring municipalities.

Funding

A total of \$14,000 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development and Warren's Planning Commission budget.

Work Plan

Proposals should include a program of work tasks that will give the Town the best possible product, and a realistic timetable for implementation. The general work tasks will be as outlined below, but consultants are encouraged to outline alternative approaches.

1. Public Opinion Survey: In coordination with the Planning Commission, the consultant will develop a public opinion survey to solicit community feedback on planning issues in Warren. The consultant will host an online version of the survey and provide Warren with a paper version for the town to distribute as it desires. The consultant will compile the survey results and prepare a report for distribution to the Planning Commission, which may be incorporated into the town plan in whole or part.
2. Statutory Updates: Ensure that the recently added requirements in Chapter 117 (flood resiliency and water quality) are adequately addressed. Develop recommended language as needed to meet statutory requirements.
3. Map & Data Updates: Update the data tables and maps that are part of the Town Plan.
4. Economy, Housing & Resilience Chapters: Lead the Planning Commission in a deep dive into its housing chapter to ensure the Town Plan will be an effective tool to represent community interests, and update and expand these three chapters. The consultant will work with the Planning Commission to review and revise these chapters. The consultant will assist the Planning Commission with hosting a community workshop to invite public input.
5. All Remaining Chapters: Provide a review, analysis, and recommended language across the remaining chapters of the Town Plan. Ensure that the recommendations reflect community interest (Public Opinion Survey, Public Meetings, etc.), include relevant data, and incorporate sound policy.
6. Draft Plan & Plan Report: The consultant will incorporate the changes & updates into a revised draft Town Plan that is ready for public review and comment. The consultant will revise the plan as needed to produce a draft ready for the adoption process. The consultant will also draft the report on the plan required for the adoption process. The consultant will update the plan as needed to incorporate changes made during the adoption process.

Timetable

- February 16, 2017
 - RFP posted
- March 7, 2017
 - Deadline for RFP submissions
- March 27, 2017
 - Consultant Selection
- April 10, 2017.
 - Planning Commission, Staff and Consultant First meeting to Establish Work Plan & Schedule Public Input Strategies.
- Consultant & PC May through December, 2017
 - Conduct Public Opinion Survey
 - Hold Public Meeting to Review Update
 - Revise Chapters 1 - 10
 - Hold Public Input on Drafts
 - Revise final draft for PC Public Meeting
- January, 2018
 - PC Public Meeting
- February, 2018
 - Select Board Public Meeting

Deliverables

- Final Draft Text (MS Word)
- Tables and Data References and Sources for Data Tables (MS Excel)
- Final Publication (MS Publisher) with text, photos, statistical tables annotated with footnotes and reference source
- Revised appendices & footnote references

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
 - i A detailed scope of work with associated list of tasks broken down by task and team member
 - ii Description of the proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan above conforms to the requirements of the Municipal Planning Grant, feel free to propose new/creative approaches to this project. (If chosen, alternative approaches may require approval from the state.)
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Town of Warren upon submission. The Town of Warren reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of Town of Warren. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant.

The Town of Warren reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in

part or in its entirety if it is in the best interest of the Town of Warren This solicitation of proposals in no way obligates the Town of Warren to award a contract.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) and 9 printed copies of the proposal by March 7, 2017 before 4:00 pm to:

Municipality Contact Information

Town of Warren

Michael Ketchel, Chair

C/O of Ruth Robbins, PC Secretary

PO Box 337

Warren, VT 0567

802-496-2708, Ext 28

Ruth Robbins planning@warrenvt.org

Please expect a confirmation email upon receipt of the proposal by the Town of Warren.

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to Ruth Robbins. We will respond to all questions in writing within 10 days. Both the question and response will be shared with the other consultants.

RFP Schedule Summary

- Proposals due **March 7, 2017**
- Interviews on March 13, 2017
- Consultant selection by March 27, 2017
- Project Work to begin April 10, 2017
- Project Completion by February 28, 2018

Proposal Selection

The Planning Commission will review proposals, along with any pertinent individuals. A shortlist of consultants may be selected for interviews.

Interview Framework

The Town of Warren reserves the right to select the top two to three consultants and invite them for an interview prior to awarding the contract. In this process, the Planning Commission may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the Planning Commission and allow them to ask targeted questions of the consultant team. The interviews will be held at the Warren Municipal Building, 42 Cemetery Road in Warren, Vermont. The consultants will be notified of the day and time at least one week prior to the meeting. Each interview will last twenty minutes, and will be comprised of a presentation and Q&A. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

Following the selection process a final contract will be negotiated for the final scope of work with specified deliverables with the Planning Commission. Any expenses resulting from the interview, contract negotiation and proposal process will be the sole responsibility of the consultant.