

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

**REQUEST FOR PROPOSALS
for
FORM-BASED CODE CONSULTANT SERVICES**

Deadline: 4:00 p.m., Monday, March 21, 2011

The Chittenden County Regional Planning Commission is requesting proposals for Consultant services to assist at least three communities in the area with the development of form-based codes.

Scope of Work and schedule

- (1) Town of Colchester, see scope of work and grant budget attached.
- (2) City of South Burlington, see scope of work and grant budget attached.
- (3) City of St Albans, see scope of work and grant budget attached.

Estimated cost

- (1) Town of Colchester, \$10,000 (includes additional dollars beyond those shown in the attachment).
- (2) City of South Burlington, \$18,500.
- (3) City of St Albans, \$18,500.

Submission Requirements

In order to be considered responsive to this RFP, please submit six (6) copies of the proposal which shall include the following:

- 1. qualifications, including detailed resumes and project descriptions that the proposing team has been directly involved in that demonstrate likely success in our projects.
- 2. approach to the work given the varied scopes and locations. Include a discussion of what resources would be needed from the municipalities in order to make the projects successful.
- 3. discuss any suggestions for providing common educational opportunities or tools to the municipalities that are a part of this request and to others that may be interested.

All statements of qualifications become the property of the CCRPC upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The CCRPC reserves the right to reject any and all statement of qualifications received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the CCRPC. This request for qualifications in no way obligates the CCRPC to award a contract.

Criteria for Selection

The following criteria, as a minimum, will be used to evaluate qualifications:

Criteria	Maximum Points
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Innovative approach	40
Qualifications / Experience of Assigned Personnel	50
Suggested educational efforts	10
TOTAL	100

Selection

A Selection Committee will review and evaluate each proposal, based on the above criteria. Short-listed candidates will be requested to participate in an interview with the Selection Committee prior to selection. Firms will then be ranked and negotiations will begin with the top-ranked firm to arrive at a mutually agreeable scope and fee. If a scope and fee is not agreed upon within a reasonable time, negotiations with the top-ranked firm will be concluded and negotiations with the second-ranked firm will be initiated. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated.

Project Requirements

The Consultant awarded this contract shall, upon notification of award, apply for registration with Vermont Secretary of State’s office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State St. Montpelier, VT 05609-1104. The fee is \$20.00. The Telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State’s office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans DBE Policy Requirements as outlined in Section 203.07 of the Specifications for Consultant Services. These requirements outline the State's and the Consultant's responsibility with regard to the utilization of Disadvantaged Business Enterprises (DBE) for the work covered in the RFP. Copies of the VTrans current DBE Registry are available upon request from VTrans. It is expected that all Consultants will make good faith efforts to solicit DBE subconsultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the attached Standard Contract Provisions. Note that references in these provisions to “Municipality” should be considered as referring to the CCRPC. The certificate of insurance coverage shall be documented on forms acceptable to the CCRPC.

All digital data produced as a result of the project shall be provided to CCRPC in triplicate for each of the municipalities in accordance with the Municipal Planning Grant agreements. Digital data includes spatial and tabular data attributes, documentation files, and plot files, and must meet applicable standards as to physical media, data format, and documentation of all products using the VGIS metadata standard. Digital Spatial Data will be submitted on a single CD or DVD in Vermont State Plane Meters Coordinates, NAD 83 with its accompanied GIS Data Information Form.

Submission Schedule

Responses to this Request for Qualifications shall be submitted to and must arrive at the CCRPC offices no later than **4:00 p.m., Monday, March 21, 2011.**

RFP RESPONSE: FORM-BASED CODE
ATTENTION: Charlie Baker
Chittenden County Regional Planning Commission
110 West Canal St, Suite 202
Winooski, VT 05404

Proposals received after the deadline will not be accepted. No phone calls or e-mails please. All information received in response to this Request that is marked Proprietary will be handled accordingly. Responses to the Request will not be returned.

Attachment A
 WORK PLAN AND BUDGET SUMMARY
 MPG-2011-Colchester-00018
 Town of Colchester

Task	Responsibility	Task Description	Personnel		Cost	Materials Cost	Total Cost
			Hours	Hourly Rate			
1 - 1. Draft and distribute an RFP, and select & contract w/ a consultant	Town Planning Staff & PC	Town planning staff would draft and distribute a request for proposals for a consultant to provide technical assistance with this project. Planning staff and the planning commission would select a consultant.			\$0		\$0
2 - Undertake literature review	Consultant	The consultant would become familiarized with previous planning efforts within the growth center and would research examples of form-based codes that have been implemented in New England or in settings comparable to Severance Corners. This research of form-based codes would be summarized and presented to the planning staff and planning commission.	8.00	\$60.00	\$480.00		\$480.00
3 - Identification of desired building types, characteristics & densities	Consultant Town Planning Staff & PC	Building upon design guidelines developed for the new town center, examples of type, characteristics & densities of development to be used within the existing zoning district will be identified. These examples start the form-based code, as this is an area planned for new development that does not have a historic pattern to base code.	24.00	\$60.00	\$1,440.00		\$1,440.00
4 - Preparation of draft form-based standards	Consultant Town Planning Staff & PC	An initial draft of form-based standards for the GD-3 district would be prepared for review by the planning commission. The consultant, planning staff and planning commission would meet as needed to review and revise the draft.	72.00	\$60.00	\$4,320.00	\$180.00	\$4,500.00
5 - Presentation of draft standards for review and comment	Consultant Town Planning Staff & PC	The draft standards would be presented at a public meeting for review and comment.	8.00	\$60.00	\$480.00	\$90.00	\$570.00
6 - Revision of draft standards	Consultant Town Planning Staff & PC	The draft standards would be revised by the consultant in coordination with town planning staff and the planning commission in response to public input from Task 3 and produce a final draft ready for the adoption process.	16.00	\$60.00	\$960.00		\$960.00
Totals					\$7,680.00	\$270.00	\$7,950

State Funds - Grant Amount Requested: \$7,950

Match Funds: \$0

Attachment A
 WORK PLAN AND BUDGET SUMMARY
 MP-2011-South Burlington City-00050
 City of South Burlington

Task	Responsibility	Task Description	Hours	Personnel Hourly Rate	Cost	Materials Cost	Total Cost
1 - Project initiation	City of South Burlington	Staff will work with the project working group to issue an RFP as required, select one or more consultants, and sign a contract for services.			\$0		\$0
2 - Analysis of Existing Conditions & Coordination of Previously Complete	Consultant / City Staff / Working Group	The selected consultant will be tasked with assessing existing conditions on the ground and previously prepared documents (present Zoning & Overlay Districts, City Center Public Realm Guidelines, City Center Design Guidelines, Market Street Environmental Assessment, and City Center Conceptual Master Plan)	40.00	\$75.00	\$3,000.00	\$200.00	\$3,200.00
3 - Prepare outline of Form-Based Code	Consultant / City Staff / Working Group	The selected consultant will work with staff and the community to develop an outline for a Form-Based Code for the Central District and Williston Road area. Elements will likely include a Regulating Plan, Public Space Standards, Building Form Standards, Catalogue of Desired Development Types, Administration, and Definitions.	60.00	\$75.00	\$4,500.00	\$0	\$4,500.00
4 - Prepare and refine Land Development Regulation amendments with Form	Consultant / City Staff / Working Group	The consultant will work with the community to develop Form-Based elements to include in the city's regulations. Elements will likely include, but are not limited to, height and intensity standards; transitions to neighborhoods; building envelopes and build-to standards; public space requirements; architectural elements; and parking strategies.	80.00	\$75.00	\$6,000.00	\$200.00	\$6,200.00
5 - Develop administrative procedures.	Consultant / City Staff / Working Group	The selected consultant will work with the city to craft a clearly defined application and project review process. An applicant should be able to clearly and predictably determine which elements are strict standards and which are guidelines, and be able to clearly navigate the process.	20.00	\$75.00	\$1,500.00		\$1,500.00
6 - Public Engagement	Consultant / City Staff / Working Group	The consultant will work with the city to implement a public consultation process. Building from input the city has previously gathered on city center, the consultant will seek feedback throughout this process. This will include at least 2 public meetings and outreach through newspapers and the Front Porch Forum. Staff will present at a conference.	36.00	\$75.00	\$2,700.00	\$400.00	\$3,100.00
Totals					\$17,700.00	\$800.00	\$18,500

State Funds - Grant Amount Requested: \$15,000

Match Funds: \$3,500

Attachment A
WORK PLAN AND BUDGET SUMMARY
 MP-2011-St. Albans City-00007
 City of St. Albans

Task	Responsibility	Task Description	Hours	Personnel Hourly Rate	Cost	Materials Cost	Total Cost
1 - Research form based elements	Saint Albans City Planning Commission, City staff and NRPC staff	Research of template approaches and applications- Smart code--LEED-ND-----Pattern Book--Regulations. Personnel funds will be used to pay both City staff and NRPC staff. Hours will be divided equally between them.	38.00	\$50.00	\$1,900.00	\$2,000.00	\$3,900.00
2 - Provisional analysis of type and form divisions	Saint Albans City Planning Commission, City staff and NRPC staff	Provisional analysis will be conducted of type and form divisions 1)Downtown 2) Corridors 3) Neighborhoods-City and NRPC staff will be paid. Hours will be divided equally between them.	76.00	\$50.00	\$3,800.00		\$3,800.00
3 - Develop form based elements and draft code	Saint Albans City Planning Commission, City staff and NRPC staff	Development of conceptual form, siting, use and element standards within a draft code. City and NRPC staff will be paid and hours will be divided equally between them. The final work product will be a draft of new development regulations with form elements.	76.00	\$50.00	\$3,800.00		\$3,800.00
4 - Charrette	Saint Albans City Planning Commission, City Staff, NRPC staff	Visual/process surveys, presentations and discussion sessions with the public. Commence at Municipal Plan Charrette. City and NRPC staff will be paid with personnel funds and hours will be divided equally between them. Work products will be meeting notes, drafts of sketches and provisional form, siting, use and element standards.	40.00	\$50.00	\$2,000.00	\$1,000.00	\$3,000.00
5 - Community meetings	Saint Albans City Planning Commission, City staff, NRPC staff	Two post-charrette followup sessions will be held. They will include visual/process surveys, presentations and discussion sessions. Both City and NRPC staff will be paid with personnel funds and hours will be divided equally between them. Work products will be meeting minutes and revised concepts, conceptual sketches or standards.	80.00	\$50.00	\$4,000.00		\$4,000.00

Totals \$15,500.00 \$3,000.00 \$18,500

State Funds - Grant Amount Requested: \$15,000

Match Funds: \$3,500