

TOWN OF RICHMOND
REQUEST FOR PROPOSALS
JANUARY 8, 2014

PROJECT DESCRIPTION	The Town of Richmond is seeking consultant services to update Town Plan data and assist with a diverse public outreach process for the purpose of rewriting the Richmond Town Plan.	
SCHEDULE	Requests for Proposals due	February 2, 2015
	Interviews	Week of February 9, 2015
	Consultant selection	February 17, 2015
	Work to begin	February 23, 2015
	Complete project	May 30, 2016
PROJECT SUMMARY	The Town of Richmond has received a Municipal Planning Grant to fund the rewrite of the 2007 Richmond Town Plan, which was re-adopted in 2012. Funds will be utilized to support consultant services, mapping services, and materials. A volunteer steering committee will be formed to guide the process and make recommendations to the Planning Commission. The Town Planner will be responsible for incorporating the outcomes of consultant services to draft a new town plan and accompanying action plan.	
SELECTION CRITERIA	A collaboration between the Consultant and the Town Planner is required. Qualifications required for selection include: <ul style="list-style-type: none">➤ Experience with facilitating public process and participation.➤ Knowledge of US Census Data and VT Economic Data.➤ Ability to work with committees and collaboratively with Municipal Staff.➤ Willingness to review draft written material and provide timely feedback and edits.➤ Availability to begin work immediately.	
WORK PLAN	The Consultant will be responsible for: <ul style="list-style-type: none"><input type="checkbox"/> Designing and facilitating one community-wide visioning forum and drafting the resulting Vision statement;<input type="checkbox"/> Providing facilitation services for two additional community wide forums (one will focus of soliciting feedback on town plan goals and strategies, one will focus on receiving feedback on the draft plan)<input type="checkbox"/> Providing facilitation services for three topic-specific workshops (one workshop will focus on flood resiliency, one workshop will focus on land use + density, one workshop topic is yet to be decided);<input type="checkbox"/> Developing survey questions to be used by the Town Planner in the development for a short paper and online survey;<input type="checkbox"/> Updating the current town plans' US Census Data and VT Economic Data;<input type="checkbox"/> Presenting updated data to the Planning Commission;<input type="checkbox"/> Providing data in excel file format or other basic Microsoft Office software;<input type="checkbox"/> Attending at least three town plan steering committee meetings;	

- Reviewing town plan chapters, as updated by the town planner and provide feedback;
- Proof reading the draft final plan, as compiled by the town planner and provide comments.

Chittenden County Regional Planning Commission shall be responsible for updating Transportation data and creating new town plan maps.

FUNDING

A total of \$10,600 is available for consultant services from the State of Vermont Municipal Planning Grant Program.

SELECTION PROCESS

Proposals will be reviewed and ranked by the Town Manager and Town Planner. A short-list of consultants will be selected for interviews.

SUBMITTALS

Please provide 8 copies plus one electronic file of the following items (please make double-sided copies):

- A short letter of interest;
- Statement on consultant qualifications. If more than one firm is involved, describe working relationship;
- Detailed scope of services incorporating the consultant elements of the work plan outlined above;
- Schedule for completing each task in the scope of services;
- Estimated budget for each task;
- Fee structure and estimate of total cost for performing the scope of services; and
- Summaries of relevant projects, including the names and telephone numbers of references.

Submissions are due at the address above, or delivered to the Town Planner at the Town Center Building by February 2, 2015. Please address envelope to: Clare Rock, Town Planner, Planning & Zoning Office, 203 Bridge Street, PO Box 285, Richmond, VT 05477.

INFORMATION

Call Clare Rock, Town Planner at (802) 434.2430, or e-mail at townplanner@gmavt.net