

**REQUEST FOR PROPOSAL issued by the
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION (CCRPC)
Deadline: 4:00 p.m., October x, 2017**

The CCRPC is soliciting proposals for the following contractual services:

Implementation of a survey to gauge citizen awareness of and behavior related to stormwater pollution issues in nine communities of Chittenden County.

Background:

- highlight history of surveys and RSEP-CCST
- provide links to past survey results
- etc.

Deliverables:

- Obtain completed surveys from at least 500+ residents in the following nine municipalities of Chittenden County: Burlington, Colchester, Essex Junction, Essex Town, Milton, Shelburne, South Burlington, Williston and Winooski.
- The sample for the study will consist of a representative draw based upon the 2010 population of the study communities. The sample will be randomized prior to loading into the study. The sample does not have to be representative for each of the nine communities.
- Respondents may propose a variety of survey tools: telephone, on-line, in person, public kiosk, etc.
- Overall budget for the project may not exceed \$15,000.

The time period for implementation of the surveys is **Month Day through Month Day 2017**. Within three weeks following the last day of interviewing, provide to the CCRPC in both paper and electronic form:

- a) an ASCII file with clean response data as well as coded responses to open-ended questions.
- b) cross-tabulation tables with results vs. gender, towns, age, and
- c) a final disposition report
- d) a comparison of the 2017 results with comparable questions from our 2013 survey

All work products associated with this project, whether preliminary or final and whether in paper or electronic format, shall be the property of the CCRPC and if protected by copyright, trademark or license shall be done so only to the benefit of the CCRPC.

Proposal Submission Requirements

In order to be considered responsive to this request for price quotations, a submission must conform to the following:

1. By 4 p.m., October x, 2017, provide one submission by mail, fax or e-mail of:

- a) a detailed price quotation for implementation of the deliverables defined above,
- b) a proposed work schedule including the likely time period each task will be performed,
- c) details on how the survey will be implemented to obtain a representative cross-section of ages, genders and income levels across the nine-community area;
- d) a one page description of the capabilities and experience of the primary manager(s) of the proposed project, and
- e) 3 professional references for whom your firm has provided similar services.

2. All materials shall be submitted by the above deadline to:

Dan Albrecht

Contact info

Please e-mail or Mr. Albrecht at 802-846-4490, ext. 29 to notify him that a proposal is being submitted.

- All submissions become the property of the CCRPC upon submission.
- All information received in response to this Request that is marked Proprietary will be handled accordingly.
- Responses to the Request will not be returned.
- Responders are solely responsible for all expenses associated with responding to this Request.

Price Quotation Review Criteria and Award

- The CCRPC reserves the right to reject any and all quotations received as a result of this solicitation or cancel this solicitation if the CCRPC in its sole discretion determines it is in the best interest of the CCRPC to do so. This solicitation of quotations in no way obligates the CC-RSEP to award a contract.
- CCRPC, in consultation with designated representatives of the MS4 Subcommittee of the CCRPC Clean Water Advisory Committee shall award the contract in its sole discretion, after considering the various elements of the proposal, to the firm it deems best suited to meet the goals of the RFP.
- The CCRPC anticipates making the contract award no later than **October x, 2017**
- The CCRPC reserves the right to seek clarification of any quotation submitted or to seek additional information and waive any formality and any technicality.