

**REQUEST FOR PROPOSAL issued by the
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION (CCRPC)
Deadline: 4:00 p.m., November X, 2022**

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:

The CCRPC serves as the Lead Agency on behalf of Municipal Separate Storm Sewer System (MS4) permittees in Chittenden County to help them comply with Minimum Measure #1 (Public Education & Outreach) and Minimum Measure #2 (Public Involvement & Participation) of their permits. In order to track the effectiveness of their efforts, approximately every 5 years, CCRPC commissions a survey of adults within nine communities to assess their awareness of and behavior related to stormwater pollution and best household practices.

Previous surveys have been conducted in 2003, 2007, 2008, 2013 and 2018. A PDF detailing the 2018 results and a comparison between the 2018 and 2013 results can be viewed on the CCRPC website at: <http://www.ccrpcvt.org/resources/rfprfqgrants/>.

Deliverables:

1. Review the draft survey (see attached PDF) and make recommendations on needed edits to assure consistency with current best practices in survey research.
2. Format and load the survey as needed into final version(s) depending upon survey delivery methodologies to be used.
3. The contract is anticipated to start between December 6-16, 2022.
4. Dissemination/implementation of the survey to the public shall start in January 2023 within 25 business days of the commencement of the contract.
5. The time period for implementation of the survey is 45-75 days.
6. The sample for the study will consist of a stratified random sample of residents from the following study communities:

Study Communities	2020 Population (Source: US Census)
Burlington	44,743
Colchester	17,524
Essex Junction	10,590
Essex	11,504
Milton	10,723
Shelburne	7,717
South Burlington	17,904
Williston	10,103
Winooski	7,997
TOTAL	138,805

7. Obtain a sufficient number of completed surveys (roughly 400) from among the random sample to reach the 95% Confidence Level (CL) with a Confidence Interval (CI) of 5%. It is not necessary to reach the same CL or CI for each of the nine communities. Respondents should be 18 years or older.
8. Bidders shall propose to use a self-administered survey (either via internet, app, and/or mail or a combination of the same). No surveys shall be conducted by phone or in person.
9. The bidder's proposed methodology should demonstrate their experience in obtaining responses from individuals reflective of the overall sample. In particular, the bidder

- a. should demonstrate how they will try to achieve a representative sample compared to the population as a whole especially with regards to average age and homeowner vs. renters
 - b. should demonstrate how they will endeavor to avoid having the total percentage of responses from Burlington exceed 32% of the total.
 - c. a description of the proposed outline and elements of the report described in #11 below.
10. Bidders should include a proposed non-respondent follow-up with their proposal.

Within three weeks following the last day of interviewing (survey data collection), provide to the CCRPC in both paper and electronic form:

- 11. an electronic file with clean response data as well as coded responses to open-ended questions.
- 12. an electronic file with cross-tabulation tables with results vs. community, age cohorts, homeowners vs. renters
- 13. a final report (2 printed copies and one PDF) including but not limited to the following elements:
 - results of answers to each question in both numbers and percentage
 - cross-tab tables as noted in #10 above
 - a comparison of the 2023 results with comparable questions from our 2018 survey including percentages and analysis for statistical significance.

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.

Note: The successful bidder shall be required to comply with the following Attachments posted at <http://www.ccrpcvt.org/resources/rfprfggrants/>.

- Attachment C – Standard State Provisions for Contracts and Grants, Revised July 1, 2016
- Attachment D – Payment Provisions
- Attachment E – CCRPC Additional Provisions

Budget & Resources:

- The CCRPC’s estimate of the cost to the selected bidder to implement the deliverables of this project is **\$15,000 to \$18,000.**

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., **November X**, 2022, provide one submission via email of one single PDF (not exceeding 24 pages total) to dalbrecht@ccrpcvt.org of:

- a) a **cover letter** not exceeding two pages providing a profile of your firm and relevant experience [no more than 2 pages]
- b) **resumes of key personnel** (not to exceed 2 pages/person) who will work to manage the project, supervise survey staff, analyze the data and produce desired reports [no more than 6 pages total]
- c) **recommended approach, schedule and specific project steps** (including the use of any subcontractors and/or partners) to implement the deliverables noted above [no more than 10 pages]

- d) **not more than 3 examples of similar survey work and analysis.** Provide a one-page summary of each example plus a link to the final full reports and appropriate client reference and contact information. Please do not send actual reports. [no more than 3 pages total]
- e) **a project budget and total cost of service** to implement the deliverables, itemized to the extent possible and including a fee schedule for additional services. [no more than 3 pages total]

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

Dan Albrecht, CCRPC Senior Planner via email to dalbrecht@ccrpcvt.org

Please e-mail Mr. Albrecht to notify him that a proposal is being submitted.

Any questions regarding this RFP must be submitted by 4PM, EDT November 16, 2022, via email to Dan Albrecht, CCRPC Senior Planner at dalbrecht@ccrpcvt.org. The CCRPC will maintain a list of questions and answers on the CCRPC RFP webpage and post them by **November 18, 2022**, at: <http://www.ccrpcvt.org/resources/rfprfggrants/>

- 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 CCRPC 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 **December 16, 2022.**
- The CCRPC reserves the right to seek clarification of any quotation submitted or to seek additional information and waive any formality and any technicality.