

# CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

## REQUEST FOR QUALIFICATIONS

### LAND USE PLANNING & DEVELOPMENT REGULATION CONSULTANT SERVICES

Deadline: 3:00 pm, June 16, 2023

#### I. Introduction

The Chittenden County Regional Planning Commission (CCRPC) seeks qualified and innovative consultants to provide Land Use Planning and Development Regulation Consultant Services to CCRPC, the nineteen communities in Chittenden County, and other Vermont municipalities participating in the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Planning Grant: *Transit-Oriented Development Plan for Northwest Vermont* (<https://www.ccrpcvt.org/our-work/transportation/2022-raise-grant/>).

The CCRPC has been awarded a RAISE planning grant with an overall budget of \$2,250,000 to develop a comprehensive Transit-Oriented Development (TOD) Plan for Northwest Vermont. The grant will be administered by the Federal Transit Administration (FTA) and will be centered around Chittenden County, Vermont and includes the four surrounding counties of Franklin, Addison, Rutland, and Washington.

CCRPC also anticipates working with several other municipalities within Chittenden County in the coming years on land use planning and development regulations-related projects.

The CCRPC is one of eleven regional planning commissions (RPCs) serving Vermont municipalities and operating under the Vermont Municipal and Regional Planning and Development Act (Title 24, Chapter 117, V.S.A.). The CCRPC also conducts metropolitan transportation planning pursuant to 23 U.S.C. 134, and its adopted bylaws.

#### II. Background

Pre-qualified land use consultants selected under this RFQ will be eligible to work on the following projects.

##### a. RAISE Northwest Vermont TOD Project:

The Northwest Vermont TOD project will develop transit-oriented development plans for up to 12 communities across a five-county region. A primary focus of this planning project will be to use land use changes to create compact, pedestrian-oriented, mixed-use neighborhoods centered around a high-quality transit system to lift up underserved communities and provide new multi-modal connections to the greater Burlington region and other employment areas.

The Northwest Vermont TOD project will be a multi-phased and multi-year project. The CCRPC has begun the project by collaborating with our neighboring RPCs (e.g. Northwest RPC, Central Vermont RPC, Addison County RPC, and Rutland RPC) to select communities committed to participating in the project through the development of a TOD master plan and corresponding zoning changes. Participating communities include Rutland City, Middlebury, Vergennes, Ferrisburgh, Milton, St. Albans Town, Northfield, Berlin, Barre City, and City of Essex Junction.

Through this grant, there is up to \$1.2 million for TOD master planning and municipal bylaw updates for the selected communities. The amount per municipality will vary depending on the scale and complexity of the scope. Projects in this program will be funded primarily through a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant from the U.S. Department of Transportation.

**b. Land Use Projects in CCRPC’s UPWP**

In FY24, CCRPC has two projects in its Unified Planning Work Program (UPWP) that include a land use planning component and are eligible projects for pre-qualified consultants. These projects include:

Plan BTV New North End – project budget \$175,000. This project will build off prior work completed in this part of the city, including the 2015 North Avenue Corridor Study, and provide direction on how to prioritize tens of millions of dollars of identified capital investments as the neighborhood evolves to be denser, and more walkable and transit accessible. This project will further inform a detailed plan that considers land use, development, transportation and demographic influences along the North Avenue corridor and its connectivity to the adjacent residential neighborhoods.

Reimagining and Enabling Charlotte’s East and West Villages – project budget \$85,000. This project will develop Master Plans for the villages of East Charlotte and West Charlotte, drafting changes to the Charlotte Land Use Regulations to implement the vision, and conducting a community outreach campaign to educate residents about proposed changes to the land use regulations. These efforts will lay the groundwork for future investment in municipal water, sewage, and transportation infrastructure within each Village.

Projects in this program will be funded primarily from the federal transportation planning funds (PL funds) with matching funds provided by the Vermont Agency of Transportation (VTrans) and CCRPC member communities. It is possible that other projects in this program may be funded through a combination of other federal, state, or local funding sources.

The CCRPC foresees additional land use and development regulation-related projects in future years which would be eligible to be assigned to pre-qualified consultants.

**III. Solicitation Schedule**

May 22, 2023	RFQ Released
June 7, 2023 at 3:00 pm	Deadline for submission of questions via email
June 9, 2023	Response to questions distributed to firms
<b>June 16, 2023 at 3:00 pm</b>	<b>Deadline for submission of proposal via email</b>
June 23, 2023 (9 am - 12 pm)	Consultants Interviews (if needed)
June 26, 2023	Consultants Selected
July 2023	Contract Execution

The program will commence in July 2023 and extend through June 30, 2025, with possible extensions to June 30, 2026 and June 30, 2027.

## IV. Scope of Services

The types of projects that pre-qualified consultants may work on include the following:

- Design charrettes/public design workshops;
- Development of visuals or “visioning” documents using SketchUp, photo-realistic illustration, or similar tools;
- Comprehensive and master plans (at various scales);
- Development regulations/bylaws. This includes, but is not limited to, traditional Euclidean zoning, form-based codes (including conceptual street sections), context sensitive design, SmartCode or other similar zoning tools;
- Official Maps (see [24 V.S.A. §4421](#));
- Plans and regulations related to the public space/streetscape design;
- Market studies; and
- And any other plans, regulations, and ordinances related to land use.

The consultant should demonstrate the ability to lead complex projects and ability to facilitate a robust public engagement process with multiple stakeholders. Consultants should also demonstrate their ability to specifically conduct a public engagement process with traditionally underserved populations and communities that have not been included in the planning processes.

Successful consultants will have experience working with a range of planning and regulatory tools, a demonstrated ability to effectively communicate the nuances of each format, and a proven track record in building support for regulatory changes with municipal officials and the public.

## V. Statement of Qualifications Format

All consultants are required to prepare a Statement of Qualifications (SOQs) as part of this submission. To be considered responsive to this RFQ, the consultant shall:

- Submit an electronic copy of the SOQ via email in pdf format. The SOQ shall not exceed 20 pages, not including resumes.
- Submit an electronic copy of the Consultant Financial Background Questionnaire (see Attachment 1) as a separate attachment as a pdf.
- Clearly indicate in the email that the response is for Land Use Planning & Development Regulation Consultant Services. The email should identify the name and address of the prime consultant.

Questions regarding this RFQ should be directed to Darren Schibler, CCRPC Senior Planner at [dschibler@ccrpcvt.org](mailto:dschibler@ccrpcvt.org). CCRPC will maintain a list of questions and answers linked to the CCRPC RFP website (<http://www.ccrpcvt.org/rfps/>).

**Submissions must be sent to Darren Schibler ([dschibler@ccrpcvt.org](mailto:dschibler@ccrpcvt.org)) by 3:00 p.m., June 16, 2023.** A confirmation email will be sent upon receipt of each proposal. Proposals received after the deadline will not be accepted.

## VI. Statement of Qualifications Requirements

The Statement of Qualifications should clearly demonstrate that the consultant understands the topic area, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed.

CCRPC is committed to furthering our understanding of the significant historical role land use policies have had in systemic racism and inequity; and making sure that future public policy (including transportation, land use, energy planning, etc.) and transportation capital investments in Chittenden County encourage equity and provide increased opportunities and improved conditions for Black, Indigenous, people of color (BIPOC), and low-income residents. Successful consultants must be committed to working effectively with diverse community populations and expected to strengthen such capacity if selected.

***The SOQ should include the following elements:***

1. Cover Letter
2. Brief introduction to the firm along with an overview of the consultant's understanding of the nature of the work
3. Introduction to the Consultant. Firms should provide the following information:
  - a) Firm name and business address, including telephone number and email contact;
  - b) Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated;
  - c) Type of ownership, and name and location of parent company and subsidiaries, if any;
  - d) Indication of whether the consultant is licensed to do business in the State of Vermont. Consultants are not required to be licensed to respond to this RFQ, but they will be required to obtain the license prior to being awarded a contract;
  - e) Number of full-time employees. Part-time employees routinely engaged by the respondent may be included if clearly identified as such; and
  - f) A description of the consultant's commitment to, and experience with addressing, diversity and equity.

#### 4. Qualifications and Experience

In this section consultants should provide a description of their general qualifications, relevant specific skills and services they offer, and experiences with similar types of contracts.

#### 5. Qualifications of and Experience of Key Staff

Firms shall identify key staff that would be assigned to this program and include the function and/or responsibility of each of the identified staff. Summaries of the past experience of these key staff should be provided, with emphasis on experience on similar projects. Resumes of the key staff should be included as an appendix. This section should also include a discussion of the consultant's ability to respond to requests in a timely manner.

6. References (provide two)

The respondent shall submit names, addresses, and phone numbers of two references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

7. The Fee Schedule shall include the following:

- a) An hourly rate schedule for all job categories that may be utilized under this contract.
- b) Overhead rate and fee.

## **VII. Consultant Selection Procedure**

Qualifications will be evaluated separately considering the criteria listed below by a selection committee consisting of members of CCRPC's Planning Advisory Committee (PAC) and CCRPC staff. A list of qualified consultants under each topic area will be developed based on the following criteria:

- Responsiveness to the RFQ (10 Points)
- Demonstration of overall understanding of the work (20 Points)
- Qualifications of the consultant and assigned personnel (30 Points)
- Proven record of successfully completing similar projects (30 Points)
- Being a disadvantaged business enterprise (DBE), demonstrated partnerships with DBEs, or experience/commitment to addressing racial equity (10 points)

CCRPC reserves the right to seek clarification of any qualifications submitted and to select consultants that best promote the public interest. The selection committee will submit the names of selected consultants under each topic area to the CCRPC TAC and PAC, for final approval.

All proposals become the property of the CCRPC upon submission. The cost of preparing, submitting and presenting the qualifications is the sole expense of the consultant.

The CCRPC reserves the right to reject any and all SOQs received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the CCRPC. This solicitation of proposals in no way obligates CCRPC to award a contract.

## **VIII. Contracting and Funding Details**

### **a. Confidentiality**

The qualifications will become part of the contract file and will become a matter of public record. In case a submitter includes any material that is considered to be proprietary and confidential under 1VSA, Chapter 5, the submitter shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response be marked confidential.

## **b. Contract & Payments**

Consultants will enter contracts with CCRPC for a two-year period. The CCRPC may extend one or more of the contracts for up to two additional one-year periods. Contract extensions will be based on consultant performance for the prior contract periods and availability of funds for projects under a specific topic area.

The CCRPC will select primary consultants only and is not looking for consultant teams through this RFQ. However, once consultants are on the CCRPC list and are selected for large and multi-disciplinary projects, they may assemble project-specific teams. If project teams are formed for a specific project, the primary consultant will submit a list and an overview of qualifications for the proposed sub-consultants together with their scope of work and cost proposal. Approval of sub-consultants by CCRPC is required unless they are already on the CCRPC consultant list.

Each contract will include a maximum limiting amount that the consultant will not exceed during the two-year period. The maximum limiting amounts may vary in accordance with the available consultant resources, including the number of qualified staff dedicated to the contract. The award of a contract does not guarantee payment of the entire maximum limiting amount.

Invoices should be submitted monthly including a progress report indicating the status of the task and the percentage completion for each project task.

## **c. Non-Discrimination and Title VI**

The individual or firm shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State, federal and USDOT assisted contracts, programs and activities.

## **d. Project Policies, Guidelines and Methodologies**

The consultant shall comply with all applicable laws, regulations, policies, standards, and guidelines, which may be created or changed periodically. It is the responsibility of the consultant to ensure adherence and to remain abreast of new or revised State and Federal laws, regulations, policies, standards, and guidelines affecting project execution.



## Attachment 1 - Contractor Financial Background Questionnaire

The purpose of this questionnaire is to gather information about the financial viability of your firm, and the systems in place to maintain accurate records and avoid fraud.

Has your firm ever had a Federal Single Audit performed? Single audits are only required of firms expending \$750,000 or more in federal funds in their fiscal year. Yes  No

Has your firm had an audit performed within the last three years? Yes  No

If Yes, were there any findings? Yes  No

If yes, please describe any findings during the audit(s), and steps taken to correct them.

Are policies and procedures in place to track and verify staff hours and expenses? Yes  No

Is your accounting system manual or automated? Manual  Auto

Please attach a balance sheet and an income statement for your most recently completed financial period.

If desired, please use this space to provide further explanation about any of the questions above. You may also include any comments about the financial health and stability of your firm that we did not address above.